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# राजपत्र, हिमाचल प्रदेश

## हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शुक्रवार, 13 फरवरी, 2026 / 24 माघ, 1947

हिमाचल प्रदेश सरकार

**NAGAR PANCHAYAT KOTKHAI, DISTT. SHIMLA, H.P.**

NOTIFICATION

*Dated 6th February, 2026*

**No. NPK/2026-2390.—**Whereas the Nagar Panchayat Kotkhai drafted the **Nagar Panchayat Kotkhai (Grant of Trade License for Trade activities, Use of Premises and Storage of Articles**

**in Premises), Bye-laws 2025** were published in the Hindi newspaper, Divya Himachal and Himachal Dastak, under section 202 read with section 214 of the Himachal Pradesh Municipal Act, 1994.

And whereas, no objections were received from any quarter within the specific period of fifteen days from the date of publication of these draft bye-laws.

In exercise of the powers conferred under Section 125, 126, 127, 128 read with section 202 and 214 of the Himachal Pradesh Municipal Act, 1994, the following Byelaws are hereby made by the Nagar Panchayat Kotkhai for regulating /framing of " The Kotkhai Nagar Panchayat (Grant of Trade License for Trade Activities, Use of Premises and Storage of Articles in Premises) Byelaws 2025."

**1. Short title, Extent and Commencement.—**(i) These Byelaws may be called the Nagar Panchayat Kotkhai, (Grant of Trade License for Trade Activities, Use of Premises and Storage of Articles in Premises) Byelaws 2025.

(ii) These Bye-Laws shall come into force from the date of their publication in the Official Gazette.

(iii) These Byelaws shall apply to all shops/premises falling within the NP limits which may not be used without license for the purpose specified in Section 125,126,127, 128 read with section 202 and 214 of the Himachal Pradesh Municipal Act, 1994 as per Annexure I and for storage of any Article, and performing of any trade within NP limits as per the Trade Types specified in these byelaws at Annexure-I.

**2. Definitions.—**In these Byelaws, unless the context otherwise requires:

a. "Act" means the Himachal Pradesh Municipal Act,1994, (Act No.12 of 1994).

b. "Authorized Officer" means Secretary or any other Officer specifically authorized by the Secretary.

c. Urban Local Body (ULB): An Urban Local Body (ULB) is an administrative unit in urban areas, responsible for governance, management, and development which in this case is Nagar Panchayat Kotkhai .

d. "Inspector" means Sanitary Inspector, or any other Official of the Nagar Panchayat Kotkhai duly authorized by the Secretary.

e. "License" means a written permission granted by the Secretary or any other official/ Officer duly authorized by the Secretary in favour of the person, owner & occupier for sale/storage of articles and Trade Types specified in Annexure-I, and zones as per Annexure-II of these Bye-laws.

f. "Licensing Officer" means Secretary, or any other officer duly authorized by the Secretary to grant/ renew License under the provisions of these Bye-laws.

g. "premises", means any shop/store/place where the articles specified in Annexure-I are kept for sale/storage in the godown/ premises and or where the trade activities as specified under Annexure-I are performed.

h. "Small Scale Business/Trade" means premises covering a maximum area of 150 sq.ft. "Medium Scale Business/Trade" means premises covering area of 151 Sq.ft. to 500 sq. ft. and "large Scale Business/Trade" means premises covering area of more than 500 Sq.ft.

i. Small Shop: A shop covering an area upto 64 square ft. shall be deemed to be a small shop.

j. Medium Shop: A shop covering an area more than 65 sq ft. and upto 250 square ft. shall be deemed to be a medium shop.

k. Large Shop: A shop covering an area more than 250 square ft. shall be deemed to be a large shop.

l. Temporary Trade License: This license is issued for a brief period ranging from 1 to 30 days. It is applicable exclusively to trade activities conducted from temporary, or makeshift shops or stalls at approved fairs, events, etc. It is mandatory for the fair organizer/ temporary shop or stall owner to get the individual temporary trade license as per the terms defined in these byelaws.

m. Zone: Functional boundary of the ULB, area designated for specific types of trade activities.

n. Superstore: typically refers to a large retail establishment that sells a wide variety of goods.

o. E-commerce: Electronic commerce, refers to the buying and selling of goods and services over the internet. It encompasses a wide range of online business activities for products and services.

p. Cloud Kitchen: A cloud kitchen, also known as a virtual kitchen, is a type of commercial kitchen space dedicated solely to preparing food for delivery and takeout.

q. NP Services: include but not limited to Garbage Collection, Property Tax, Electricity supply, Water supply, and Sewerage connection, provided under the jurisdiction of the Nagar Panchayat which can be regulated by separate authorities.

r. "Shopkeeper" means any person running and managing the affairs of the shop/premises/place including its owner/occupier.

s. The words and expression not defined under these Byelaws shall have the same meaning or sense as are defined in Himachal Pradesh Municipal Act, 1994.

**3. Procedure for Obtaining License.—**

a. Any person who wants to operate/run any business/trade as specified in Annexure I and/ or store any article as specified in Annexure-I within the areas of the Nagar Panchayat and as per zone definitions in Annexure-I shall apply for license on prescribed Format to Secretary of the concerned Nagar Panchayat.

b. Period of License: The License shall be issued for a period of 1year, 5 Years, 10 years & maximum up to 15 years at a time and the License shall automatically come to an end after completion of such period.

**4. Renewal of License.—**(i) The license will be automatically renewed upon expiration once the applicant deposits the required fee. It can be renewed without any late fee or additional documentation within one month after expiration. If renewed within the following month (2nd Month of Expiry), a 10% penalty will apply. Beyond this period, the license cannot be renewed, and a new trade license must be applied.

(ii) No document is required to be submitted for renewal of License.

**5. Transfer of License.—**(i) The license issued under these Byelaws shall not be transferred in the name of any person except in case of the death of original licensee wherein it shall be made/ transferred in the name of the legal heirs only for the validity period of license on production of supporting documents and shall be decided by Secretary keeping in view the circumstances of the case.

(ii) Transfer of Trade License fees will be charged as per prescribed fees decided by the ULB.

**6. Closure of License.—**The license issued under these byelaws can be requested for closure in case of winding up of the business. The licensee shall provide information as per prescribed guidelines to the Secretary for winding up of his business. Closure of Trade License fees will be charged as per prescribed fees, decided by the ULB.

**7. Modification of License.—**The license issued under these byelaws can be requested for modification in the following heads only:

i In-case of Change of Mobile Number (Trade Owner).

ii Incase of Change and or Addition in Subcategory or Trade under the preselected sector as per Annexure I. (Note: Sector cannot be Modified, Multiple licenses will have to be applied for, multiple sectors).

iii Incase of Change of Business/Trade Address (Modification of trade address is only allowed in case the address is being changed within the same ward of the ULB.).

Modification of Trade License fees will be charged as per prescribed fees, decided by the ULB.

**8. License Fees.—**

The license fee for grant of license shall be decided by the **Nagar Panchayat** from time to time. The fee shall be charged in the following manner:

| Fees | Formula for Calculation |
|---|---|
| Trade License Fees | Fees (Scale of Business as per Scale of Business table below)<br>+<br>[Fees (Trade Type as defined in Annexure-I) x Applicable Zone Factors (Defined in Annexure II)] |

| Sl. No. | Scale of Business | License Period 1 Year | License Period 5 Years | License Period 10 Years | License Period 15 years |
|---|---|---|---|---|---|
| 1. | Small scale business/trade | 80 | 800 | 1600 | 2400 |
| 2. | Medium business/trade | 200 | 1000 | 1900 | 2700 |
| 3. | Large scale business/trade | 800 | 2000 | 3200 | 4200 |

**9. Temporary Trade Licenses .—**

(i) Temporary Trade Licenses are applicable only in case of fairs, festivals, and other such events within the ULB, for a period of 1 day to 30 days only.

These licenses are specifically issued for temporary or make shift shops or stalls at fairs and similar events.

Temporary Trade License Fees to be charged as per the formula below:

| Fees | Formula for Calculation |
|---|---|
| Temporary Trade License Fees | Fees (As per Temporary Shop/ Stall Type Table Below)<br>+<br>[Fees (Trade Type as defined in Annexure-I) x Applicable Zone Factors (Defined in Annexure-II)] |

In fairs, temporary / makeshift Shop/ stall trade fees within ULB is defined below:—

| Sl. No. | Shop Type | Shop Rate |
|---|---|---|
| 1. | Small Size Shop | 50 |
| 2. | Medium Size Shop | 100 |
| 3. | Large Size Shop | 150 |

**10. Temporary Permissions.—**

Fee structure for permission for Shooting of the Films/Documentaries in Municipality:—

| Big budget Films/Movies<br><br>(Films above Rs. 75.00 Crores) | Medium budget Films/Movies<br><br>(Films above Rs. 5.00 Cr. upto Rs. 75.00 Cr.) | Low budget Films/Movies/TV Serials/Musical Albums/Advertisements<br><br>(Films upto Rs. 5.00 Crores) |
|---|---|---|
| Rs. 70,000/-per day | Rs. 30,000/- per day | Rs. 15,000/- per day |

**11. Conditions for Grant of License.—**

(i) Trade registration with the Labour & Employment Department, Government of Himachal Pradesh, is a mandatory prerequisite for applying for a Trade License from Urban Local Bodies (ULBs).

(ii) The License shall not be valid for any other purpose, except for the items/articles for which it is granted under these Bye-Laws.

(iii) The permission shall, unless specified otherwise in the license, be valid in the entire NP limits, subject to such conditions as may be imposed by the **Secretary.**

(iv) The owner /occupier of the premises shall have to produce the license before the Inspector or the licensing officer at any point of time as may be ordered by them.

(v) The **Secretary** shall have a right to impose or alter any of conditions in the license as may be deemed fit by him/her under the provisions of Section 214 of the Himachal Pradesh Municipal Act, 1994.

(vi) Additional Permissions for any article/ trade mentioned in Annexure-I may be added by the Secretary as and when deemed necessary.

(vii) The applicant shall submit a self-declaration regarding information submitted by him / her about the premises to be used for business/ trade *viz*. type of business, area, approval of map and nature of property *i.e*. commercial and domestic etc. to be true to the best of his knowledge and belief.

(viii) The licensee shall maintain proper record of the articles kept for sale or storage and trade activities being performed in the premises as may be required by the Licensing Officer. Further the licensee shall comply with all the directions and instructions issued to him by the **Secretary** or the Licensing Officer from time to time.

(ix) The licensee will ensure timely payment of NP dues.

(x) Time period for issue of License: The license shall be issued as per the timelines notified/specified for this service under Public Service Guarantee Act, 2011.

(xi) Subject to these Byelaws, license to any person, who applies online to the **Secretary** or Licensing Officer in this behalf and tenders the prescribed fee shall be granted by that officer, unless for reasons to be recorded in writing by him.

**(xii) The Licensee shall be liable to pay transfer, modification, closure charges as prescribed by ULB per license at the time of effecting transfer of License, modification of license, closure of license.**

(xiii) The licensee shall abide by the terms and conditions of the license and the license shall be displayed at the convenient/ conspicuous place /reception of the premises.

(xiv) The Inspector or inspecting staff concerned shall have a right to enter and inspect the premises and the licensee shall provide necessary assistance to the inspecting staff at the time of inspection of licensed premises.

(xv) The licensee shall not make any encroachment/ overhanging projection on public streets and NP drains in any manner.

**12. Denials of License.—**1.The license shall not be granted.—

(i) to a person suffering from any loathsome infections or contagious diseases:

(ii) to a person convicted for unlawful sale or storage of any articles mentioned in Section.

125,126,127, 128 read with section 202 and 214 of the Himachal Pradesh Municipal Act, 1994.

(iii) to a person who has been found to have habitually committed the breach of these Bye- Laws or the terms of the license.

(iv) to a person not below the age of 18 years.

(v) To a person involved in any unlawful activity as decided by the Municipality.

**13. Offenses and Penalties.—**(i) In addition to the penalty as provided under Himachal Pradesh Municipal Act, 1994 any person in possession of the premises found violating any of the provisions of these Byelaws shall in the first instance be liable for a penalty of Rs 1000/- only and suspension of license for a period of one month and for repetition of the same violation within three months be liable for penalty of Rs. 5000/- only and permanent Cancellation/withdrawal of license.

(ii) If the information submitted by the applicant under self-declaration is found to be false, he/she shall be liable for the penalty of ten times of the license fee and his/ her license will be cancelled.

(iv) In case of repeated violations, the concerned person, owner, or occupier, as the case shall be liable for cancellation/withdrawal of License which can only be restored on receiving written undertaking accompanied by surety from the person violating these Bye-laws subject to the satisfaction of the Secretary.

**14. Penalization for Default on NP Services.—**In the interest of maintaining compliance and to ensure the seamless provision of NP services, the Nagar Panchayat hereby enacts the following:

**1. Interlinked Service Compliance.—**All NP Services, including but not limited to Garbage Collection, Property Tax, Electricity, Water, and Sewerage, provided under the jurisdiction of the Nagar Panchayat and regulated by separate authorities, shall be interlinked for compliance purposes.

**2. Cross-Service Penalization.—**Any resident or entity found to be in violation of the regulations pertaining to any one of the NP services shall be subject to cross-NP service penalization. This includes but is not limited to:—

(i) Suspension or limitation of other NP services.

(ii) Imposition of additional fines and penalties across all utilities.

(iii) Notification and reporting of violations across regulatory authorities for coordinated enforcement.

**3. Repercussions for Trade License service.—**NP Service Defaulters will not be allowed to apply/ renew/ modify/ close trade licenses till the violation is resolved.

**4. Notification and Appeal.—**Prior to the enforcement of cross-NP penalties, the affected party shall receive a written notice detailing the nature of the violation, the affected services, and the penalties to be imposed. The affected party shall have the right to appeal against the penalization within a stipulated period as prescribed by the Nagar Panchayat.

**5. Inter-Authority Coordination.—**Regulatory authorities governing each NP service shall establish a coordination mechanism to ensure the efficient and timely exchange of information regarding violations and enforcement actions. Regular meetings shall be held between regulatory authorities to review compliance status and address issues related to cross-NP service penalization.

**6. Zone Categorization.—**Nagar Panchayat should consider categorizing trade license fees within their jurisdiction based on the zone in which the trading unit is located.

**These Byelaws shall come into effect immediately upon its inclusion in the Nagar Panchayat Byelaws. The Municipality shall periodically review and update the cross-NP penalization framework to address emerging challenges and ensure fair and effective enforcement.**

By order,

Sd/-
*Secretary,Nagar Panchayat Kotkhai,*
*Himachal Pradesh*.

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ANNEXURE-I

**Trade Sector Type and Trade Categorizations**

| Sl. No. | Sector | ULB Name | Trade Fees INR |
|---|---|---|---|
| 1. | Agriculture | Nagar Panchayat Kotkhai | 100 |
| 2. | Automotive | Nagar Panchayat Kotkhai | 200 |
| 3. | Banking Finance Services Insurance (BFSI) | Nagar Panchayat Kotkhai | 300 |
| 4. | Common Trades | Nagar Panchayat Kotkhai | 120 |
| 5. | Education, Skills & Development | Nagar Panchayat Kotkhai | 200 |
| 6. | Fairs, Festivals, Events, and Exhibitions (Temporary Licenses Only) | Nagar Panchayat Kotkhai | 100 |
| 7. | Handloom & Handicrafts | Nagar Panchayat Kotkhai | 80 |
| 8. | IT/ ITES Services | Nagar Panchayat Kotkhai | 100 |
| 9. | Luxury Goods | Nagar Panchayat Kotkhai | 200 |
| 10. | Manufacturing, Industries and Industrial Materials | Nagar Panchayat Kotkhai | 400 |
| 11. | Petroleum, Chemicals & Other Regulated Products | Nagar Panchayat Kotkhai | 800 |
| 12. | Tourism & Hospitality | Nagar Panchayat Kotkhai | 600 |
| 13. | Transportation & Logistics | Nagar Panchayat Kotkhai | 400 |

ANNEXURE - II

**Zone Categorization Table**

| Sl. No. | Zone Name | Zone Definition | Multiplication Factor (X) |
|---|---|---|---|
| 1. | A | As per priority Zones defined in Property Tax under the NP Property Tax Bye-Laws | 3 |

| | | | |
|---|---|---|---|
| 2. | B | As per priority Zones defined in Property Tax under the NP Property Tax Bye-Laws | 2.5 |

ANNEXURE-A

## Form A - Trade License

| | | |
|---|---|---|
| 1. | Applicant information: | |
| | Name: | |
| | Father/Husband Name: | |
| | Pan Card No. | |
| | Aadhar No. | |
| 2. | Applicant permanent Address: | |
| | Building Name/ Number: | |
| | Area/Street: | |
| | Ward Number and Name, | |
| | City /District | |
| | Pin | |
| 3. | Applicant contact details: | |
| | Email: | |
| | Mobile No. | |
| 4. | Trade Address: | |
| | Building name/ number | |
| | Area/Street/landmark: | |
| | Ward | |
| | Name of ULB: | |
| | City /District | |
| | Pin | |
| 5. | Trade Contact Details: | |
| | Email: | |
| | Mobile No. | |
| 6. | Trade Classification/ category: | |
| | Trade Type: | |
| 7. | Trade Details: | |
| | Trade details (Brief description) | |
| | Year for the license is required (Max. 5 years) | |
| | Area of premises ( i.e.<125 sqft,>125 sqft) | |
| 8. | Documents to be submitted: | |
| | Photo ID Proof | |
| | Lease Deed/ Rent Agreement | |
| | PAN/TAN/TIN* | |
| | NOC (where required) | |

*(Signature of the Applicant)*

DECLARATION

I…….s/o,d/o,w/o …….resident of……do hereby solemnly affirm and declare that information submitted by me for acquiring Trade License

is true and correct to the best of my knowledge and belief if any information submitted by me is found incorrect/misleading at any stage, then I will be liable for legal action.

**Form for Renewal of Trade License**

| | |
|---|---|
| Existing License Number | |
| Name of Licensee | |
| Nature of Trade/Business | |
| Date of Issue | |
| Date of Expiry | |
| Period/date of renewal license | |

**Form for Transfer of License**

| | |
|---|---|
| Existing License Number | |
| Name of Original Licensee | |
| Nature of Trade/Business | |
| Date of Death of Original Licensee | |
| Name of Applicant to whom license is to be transferred | |
| Period of renewal of License | |
| Detail of attached supporting documents | |

**Information to be provided for winding up of business / trade**

I……s/d/w……r/o …… ……hereby inform in advance that I shall be winding up my business /trade registered under registration No ……. And trade license No…….. with effect from dated ……

*Signature of Applicant.*

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**NAGAR PANCHAYAT NARKANDA**

NOTIFICATION

*Dated the 3rd February, 2026*

**No. NP NKD- 1838.—**Whereas, the Nagar Panchayat Narkanda drafted the **"NAGAR PANCHAYAT NARKANDA ERECTION, EXHIBITION, AFIXATION OF ADVERTISEMENT AND HOARDING BYE-LAWS 2025"** were published in the Rajpatra, Himachal Pradesh (extra-ordinary) on 1588 *vide* Notification of even number dated 30-07-2025 for inviting public objections under Section 217 read with Section 202 of the Himachal Pradesh Municipal Act, 1994;

And whereas, no objections were received from any quarter within the specified period of 30 days from the date of publication of these draft bye-laws.

Now, therefore, in exercise of the powers conferred by under Section 202 and Section 217 of the Himachal Pradesh Municipal Act, 1994 (Act No. 13 of 1994) as amended from time to time, the final **"NAGAR PANCHAYAT NARKANDA ERECTION, EXHIBITION, AFIXATION OF ADVERTISEMENT AND HOARDING BYE- LAWS 2025"** are hereby notified and published in the Rajpatra, Himachal Pradesh (extra-ordinary) for information of the general public as follows, namely:—

**NAGAR PANCHAYAT NARKANDA ERECTION, EXHIBITION, AFIXATION OF ADVERTISEMENT AND HOARDING BYE-LAWS 2025.**

**1. Short title, commencement and application.—**(i) These Bye-laws may be called, "**NAGAR PANCHAYAT NARKANDA** Erection, Exhibition, Affixation of Advertisement and Hoarding Bye-laws 2025".

(ii) These Bye-laws shall come into force from the date of their publication in the Rajpatra (extra-ordinary) Himachal Pradesh.

(iii) These Bye-laws shall be applicable within the jurisdiction of Nagar Panchayat Narkanda as defined from time to time.

**2. Definitions.**—(1) In these Bye-laws, unless the context otherwise requires:—

(a) **"Act"** means the Himachal Pradesh Municipal Act, 1994 (Act No. 13 of 1994) as amended from time to time.

(b) **"Applicant"** means any person applying for permission for erection, exhibition, affixation of advertisement and hoarding upon the land and buildings falling within the jurisdiction of Nagar Panchayat Narkanda which include the Government/Semi Government and Private buildings.

(c) **"Authorized Officer"** means any Officer/Official duly authorized by the Municipality or its Secretary under these Bye-laws.

(d) **"Hoarding"** means any advertisement to be placed by way of erection, exhibition and affixation or to retain upon or over any land, building, wall, boarding, frame, poster structure or upon in any vehicle including any advertisement exhibited by means of cinematography.

(e) **"Place"** means authorized sites/locations specified by the Nagar Panchayat Narkanda for erection, exhibition and affixation of advertisement hoarding with the limits of Corporation.

(f) **"Permission"** means sanction/approval granted by the Secretary or the Officers authorized by him in this behalf for erection, exhibition and affixation of advertisement hoardings.

(g) **"Special Judicial Magistrate 1st Class"** means the Judicial Magistrate having jurisdiction over the area of Nagar Panchayat Narkanda under the Act.

(h) words and expressions used in these Bye-laws but not defined herein shall have the meaning respectfully assigned to them under the Act.

**3. Prohibition of advertisement without written permission of the Secretary.—**(i) No advertisement shall be erected, exhibited, affixed or retained upon or over any land building, wall boarding, frame, post or structure or upon in any vehicle or shall be displayed in any manner, whatsoever in any place within the Municipal area including private land and buildings without the written permission of the Secretary granted in accordance with these bye-laws except the advertisement hoardings of the Central, State Government highlighting the achievements of the Governments within the area of Municipal area.

(ii) All such advertisement hoarding erected/installed by any other individual, authority or agency including the public sector undertakings duly owned and controlled by the Government shall be liable to seek prior permission for erection and installation of such hoardings within the territorial jurisdiction of the Municipal area on such fees and other terms and condition as may be fixed in this behalf by the concerned officer under these bye-laws. However, no permission shall be permissible for the hoardings to be installed by Central, State Government highlighting the achievements of the Governments within the Municipal area.

(iii) Any person authority or agent found erecting, exhibiting and affixing the advertisement hoardings illegally, unauthorizedly and without any permission shall be liable for penalty under these Bye-laws and such hoardings along with frame structure/vehicle displaying the same shall be impounded.

**4. Procedure for application and grant of permission.—**(i) Applicant or the person concerned, intending to erect, exhibit and affix the advertisement hoardings within the area of the Municipality shall in writing submit the detail of the location/site, size of hoarding to be occupied for such installation to Secretary or the Officer authorized in this behalf.

(ii) The application submitted by the applicant shall be verified by the concerned branch dealing with hoarding permission who shall after spot inspection process the same for the approval of the authority for grant of necessary permission in favour of the applicant after assessing the hoarding charges for erection, affixation and exhibition of such hoarding and convey the same to the applicant before granting permission.

(iii) The permission for erection, affixation and exhibition of advertisement hoarding shall be accorded only after obtaining receipt of the amount *i.e.* minimum Rs. 300/- per sqm annually/quarterly/monthly or by open tender discovered by Nagar Panchayat Narkanda to be payable in advanceby the applicant in the Municipality on this account.

(iv) The place for erection, affixation and exhibition of advertisement hoarding shall be communicated to the applicant by the concerned branch of the Municipality in writing and the name of the place/site of erection, affixation and exhibition of advertisement hoarding by the applicant shall also be mentioned on the hoardings to be affixed/erected and installed along with the date and period of sanction on such hoarding. Further, intimation of the same shall also be given to Municipality or to the concerned agency or the contractor hired or engaged by the Municipality for managing the sites for erection, affixation and exhibition of advertisement hoardings.

(v) In the case of advertisement affixed, erected and installed upon vehicle, a person shall have to carry the original permission, a copy of which shall be affixed on the windscreen of the vehicle and the same shall have to be shown to the authorized officer of the Municipality at the time of inspection. Further, all other persons, authority or agency shall also be liable to show the sanction to the inspecting staff of the Municipality at any time.

(vi) The permission granted by the Municipality for erection, exhibition and affixation of advertisement hoarding shall be time specific and after expiry of period of permission, the concerned person, authority and agency shall be liable to remove the same forthwith failing which the same shall be removed by the Municipality at the risk cost and responsibility of the person concerned. In addition, the Authorized Officer shall impose penalty at the rate of Rs.500/-per day and amount shall be recovered from the concerned as per the provisions contained in Section 87 of the H.P. Municipal Act, 1994.

(vii) In case the advertisement hoarding is affixed on the private land or building including shops and the person concerned have failed to release the amount of fees to be paid to the Municipality on account of such sanction, the Authorized Officer in addition to the aforesaid penalty shall take steps to withdraw civic amenities granted in favour of the person concerned and also to make request to concerned authority for withdrawal of sanction/recognition granted by them in favour of the person concerned.

(viii) The size of the hoarding shall not be more than the size as fixed by the Municipality and all the advertisement hoarding shall be installed in the specified area and no hoarding shall installed in heritage area or in valley side above the road level and on the roofs of the buildings. All the hoardings must be installed, erected in a way so as to preserve the aesthetics, scenic beauty and the view of the hills.

(ix) No advertisement hoarding shall be erected on sharp and blind curves and should not be located in oblique to the road on any natural water source, tree, water line, Municipal drain, fire hydrant and on garbage container and at a place where it effects the growth of flora etc.

(x) No advertisement hoarding shall be permitted within restricted area except the advertisement hoardings to be installed by the specific orders of the State Government for a particular occasion.

(xi) The Authorized Officer in the exceptional circumstances or in the larger public interest may permit any person, authority or agency to erect, exhibit or affix the advertisement hoardings pertaining to social or State and National interest matter only for a period of 7 days in any area including Core/Heritage area.

(xii) No advertisement hoarding in contravention of any law, rules norms, notification or direction issued by the State Government or by the Municipality shall be erected, affixed and installed within the limits of Municipal area. Further the directive issued by any Court of law in this regard shall be binding upon all the concerned.

**5. Rates for affixation, erection and installation of advertisement hoarding.—**The rate shall be notified/fixed by the Municipality for affixation, erection and installation of advertisement hoarding from time to time and the same shall be notified to the concerned seeking such permission.

**6. Duties and responsibilities of the applicant.—**(i) It shall be the duty and responsibility of the applicant to make available all the sanctions/ permissions granted by the competent authority to the said person, authority or agency to whom such permission has been granted by the Municipality and to follow the instructions/guidelines issued by the Municipality or by the Central/State Government in this regard from time to time.

(ii) Whosoever is found affixing, erecting and exhibiting the advertisement hoarding at a place other than the places so approved for such purpose and in contravention of conditions

specified by the Municipality, in such sanction the person, authority and agency shall be liable jointly for penalty under these Bye-laws in addition to the penalties already provided under the H.P. Municipal Act, 1994.

**7. Compounding of offences.**—All the offences punishable under these Bye-laws may, before, the institution of prosecution, be compounded by such officer as may be authorized by the Municipality or its Authorized Officer in this behalf, on payment of such sum as may be specified by such officer under these Bye-laws.

**8. Offences to be tried summarily.**—The offences which are not compounded shall be tried in a summary manner by the Special Judicial Magistrate 1st Class having jurisdiction of the Municipal area as per provision contained under law.

**9. Penalty.**—(i) Whosoever, is found guilty of affixing, erecting and exhibiting the advertisement hoarding at a place other than the place(s) specified/notified by the Municipality the rate of penalty shall be Rs. 20/-per square feet per day to be calculated from the date of erection/affixation of such unauthorized hoarding and till its removal by the concerned or by the Municipality.

(ii) In case of repeated violation and the person concerned failed to release the due amount including penalty to the Municipality within a period of 15 days, as the case may be, he/she shall also be liable for disconnection of water, electricity and others civic amenities and the Municipality may request the competent authority for withdrawal of recognition and registration, if any, granted in his/her favour including withdrawal of building sanction granted in favour of the owner concerned if such unauthorized hoarding is found erected upon the building concerned.

**10. Repeal and Savings.—**The scheme regulation, bye-laws if any, relating to affixation, erection and exhibition of advertisement hoardings is hereby repealed. Anything done or any action taken under the said scheme, bye-laws and Regulations the same shall be deemed to have been done or taken under the provisions of these bye-laws.

Sd/-

*Secretary,*
*Nagar Panchayat Narkanda.*

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**NAGAR PANCHAYAT NARKANDA**

NOTIFICATION

*Narkanda, the 3rd February, 2026*

**No-1839.—**Whereas, the Nagar Panchayat Narkanda drafted the **"NAGAR PANCHAYAT NARKANDA PET REGISTRATION BYE-LAWS 2025"** were published in the Rajpatra, Himachal Pradesh (extra-ordinary) on 1588 *vide* Notification of even number dated 30-07-2025 for inviting public objections under Section 217 read with Section 202 of the Himachal Pradesh Municipal Act, 1994;

And whereas, no objections were received from any quarter within the specified period of 30 days from the date of publication of these draft bye-laws.

Now, therefore, in exercise of the powers conferred by under Section 202 and Section 217 of the Himachal Pradesh Municipal Act, 1994 (Act No. 13 of 1994) as amended from time to time, the final **"NAGAR PANCHAYAT NARKANDA PET REGISTRATIN BYE- LAWS 2025"** are hereby notified and published the Rajpatra, Himachal Pradesh (extra-ordinary) for information of the general public as follows, namely: —

**"The Narkanda Nagar Panchayat(Registration and Control of Pet Dogs) Bye-laws, 2025."**

**1. Short title and Commencement.**—(i) These Bye-laws may be called **"The Narkanda Nagar Panchayat(Registration and Control of Pet Dogs) Bye-laws, 2025."**

(ii) These shall come into force from the date of their publication in the official gazette of Himachal Pradesh.

**2. Definitions.—**In these bye-laws, unless the context otherwise requires:—

(i) "Act" means the Himachal Pradesh Nagar Panchayat Act , 1994, (Act No.12 of 1994).

(ii) "Section"means the section of the Act.

(iii) "Family" means the owner, his/her parents, spouse, sons, daughters, brothers and sisters living in one premises.

(iv) "Owner" means the person who owns a registered/unregistered dog and includes a person in whose custody, charge or possession a dog is found.

(v) "Pet Dog" means a male or female dog kept by a person within the area of Nagar Panchayat Narkanda and other than stray dogs.

(vi) "Registration Authority" means any officer so appointed by the Secretary, Nagar Panchayat Narkanda.

(vii) The words and expressions not defined in these bye-laws shall have the same meaning as assigned to them in the HP Municipal Act, 1994.

**3. Procedure for Registration of Dogs**.—On and from the date of publication of these bye-laws, registration of Pet Dog(s) (hereinafter mentioned as dog) above the age of three months, kept within the jurisdiction of Nagar Panchayat Narkanda shall be compulsory. The owner of Dog, on or before the first day of April of every year or within seven days of its arrival, register such dog in a Form as prescribed by the Council, Nagar Panchayat Narkanda (Annexure–A) accompanied by a fee of Rs. 200per dog as one time registration fees along with two recent photographs of the dog and a copy of vaccination certificate from a Government Veterinary Practitioner or Veterinary Practitioner duly registered with Indian Veterinary Council (IVC) or State Veterinary Council (SVC). Further, an amount of Rs. 200 per dog shall be charged as license fees annually. However, a blind person keeping dog and using solely for his/her guidance shall be exempted from the payment of registration fee. On registration, the Registration Authority shall issue a token to be attached

with the collar to be worn by the dog and in case of loss or destruction of the token; a duplicate token shall be issued to the owner on submission of an application along with a fee of Rs. 500 per token. The registration once made shall remain valid for full life span of the dog. In case of death of the dog, the owner of the dog shall immediately inform the Registration Authority. A family may keep maximum of two dogs.

**4.** Any registered dog found straying at large shall be liable to be Fined.

**5. Duties and responsibilities of the owners**.—(i) The owner of the pet dog shall be responsible for the controlled breeding, immunization, neutering and licensing in accordance with the provisions of these Bye-Laws.

(ii) Any dog not wearing token or registration in accordance with clause 3 of these Bye-laws may, if found in any public place be removed and will be liable to be dealt under the orders of the Secretary, Nagar panchayat Narkanda, if not claimed within 7 days by the owner.

(iii) For the purpose of these bye-laws any person in possession or in charge of the dog, during the absence of the real owner within the limits of Nagar panchayat Narkanda, shall be deemed to be the owner of the dog.

(iv) It shall be mandatory for each owner to carry disposable bags during the time when the dog is put on Municipal streets.

(v) The owner of the dog shall not allow the dog to defecate in public places such as residential areas, green belts, parks, streets, roads, road beams and other common places etc. In case the dog defecates at the above specified places, the owner shall arrange to get the excreta of the dog removed from the said place at his own level. No owner shall allow the dog to defecate near the residences of other persons, his/her neighbors to his/her/their annoyance.

**6.** The owner of the registered dog shall keep the dog under his/her control atall times sothat it does not intimidate, annoy, hurt or bite any person. The Nagar panchayat shall not be held responsible for any loss, damage or injury caused by a registered dog to any person or to his/her property and sole liability to compensate the victim will remain with the owner of the registered dog.

**7. Guideline for breeders**.—(i) A breeder must be registered with Nagar Panchayat Narkanda. Breeder must maintain full record of the number of pups born/died from individual bitches. He shall also maintain proper record of pedigree and vaccination.

(ii) Breeder must maintain record of the person buying the pups. He should ensure that the buyer has required knowledge for the upkeep of pups.

(iii) Breeder must pay Rs. 5000/- as one time registration charges in the treasury of the Nagar Panchayat besides Rs. 500/- per dog as annual fees every year. This fee to be paid by the breeding shall be over and above the registration fee / annual license fee provided in 3 above.

**8. Guideline for Dog Care Centre**.—(i) A dog care Center must be registered with Nagar Panchayat Narkanda. Owner of Dog Care Center must maintain full record of the number of dogs. He shall also maintain proper record of pedigree and vaccination.

(ii) No Dog Care Center is allowed in side residential houses and flats.

(iii) Owner of Dog Care Center must pay Rs. 5000/- as one time registration charges in the treasury of the Nagar Panchayat besides Rs. 5,000/- license fee every year.

(iv) Owner of Dog Care Center must obtain no objection certificate from the concerned ward councilor.

(v) Permission to operate Dog Care Center shall be subject to approval of Nagar Panchayat Narkanda.

**9.** The owner of the registered dog shall ensure proper space, accommodation, food and medical treatment to the dog.

**10.** The Registration Authority or an officer/official authorize by him shall keep the details of all the seized dogs duly entered in a register with a brief description of the dog, date of seizure, reasons of seizure and the manner in which it is disposed of.

**11.** The dog after its death shall not be thrown in the open or in the garbage bins of Nagar Panchayat. Dead dog shall be buried at notified/earmarked places up to a depth of atleast 3 ft. in a hygienic manner.

**12.** The Registration Authority or a Veterinarian, Health Supervisor, Chief Sanitary Inspector, Sanitary Inspector or any other officer of the Nagar Panchayat Narkanda authorized by the Registration Authority, may inspect the premises of the owner of any dog and such owner shall allow that person to enter and inspect his/her premises at all reasonable times. Such officer/official shall also be authorized to search the places where dogs are kept without registration and to seize them.

**13. Penalty**. —(i) Any contravention of these Bye-Laws including the failure to register the dog,failureto follow guidelines for breeders, guidelines for Dog Care Center as per clause 3, 7, 8 above, shall be punishable with fine which may extend from Rs. 500 upto Rs.10,000/- and in case of continuous breach additional fine which may extend to Rs. 100/- per day till such contravention or breach continues shall be imposed.

**14. Repeal and saving**.—(i)The bye-laws published *vide* H.P. Govt. Notification No. LSG-B(3)15/82 dated 19-9-1984are hereby repealed. Notwithstanding such repeal any thing done or any action taken in exercise of the powers conferred by or under the bye-laws so repealed shall be deemed to have been done or taken in exercise of the powers conferred by or under these bye-laws which were enforced on the day on which such thing was done or was taken.

Sd/-
*Secretary.*

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ANNEXURE–A

To

The Registration Authority,
Nagar Panchayat Narkanda (H.P.)

Attach two passport size Photograph of Pet Dog

*Subject.*—Application for Registration of Pet Dog.

Sir,

This is to request you that I am keeping a Pet Dog in my house No._____Ward. No. .....NarkandaThe particulars of my Pet Dog are as under:—

1. Name of Pet Dog :_____
2. Breed :_____
3. Colour and Identification Mark :_____
4. Age :_____
5. Immunization Record :_____
6. Name and address of the Veterinary Doctor :_____
7. Veterinary Council Registration No. :_____
8. Anti Rabies Vaccination done on :_____
9. Signature of the Veterinary Doctor :_____
10. I hereby deposit Rs. 500/- in cash, with the request to register my pet in Nagar Panchayat records.

Dated:_____ *Signature of the Applicant.*

Name:_____
House Address:_____
_____
_____
Contact No._____

_____

**FOR OFFICE USE ONLY**

Receipt No._____
Date: _____
Badge Number allotted to pet Dog: ..... *Signature of Issuing Officer.*

_____

ANNEXURE-B

**Undertaking from the owner of the Dog for registration**

1. I do not have more than two dogs.

2. I shall keep the dog protected by getting it vaccinated against rabies from a Govt. Veterinary Practitioner or Veterinary Practitioner duly registered with Indian Veterinary Council (IVC) or State Veterinary Council (SVC).

3. I will furnish the vaccination certificate on demand during Inspection by Registration Authority or any officer/official of the Municipal Corporation duly authorized by the Registration Authority or within a period of 10 days from such Inspection, failing which registration of the dog may be cancelled.

4. I will keep the dog chaine*d//le*ashed while taking it outside. All ferocious dogs shall be duly muzzled and a stick shall be carried by the Escort accompanying the dog while taking it out.

5. I will ensure that the dog will wear a collar affixed with the metal token issued by the Registration Authority at all the times.

6. I will compensate the person if a dog bites or causes/harm to any person or to the property of any person.

7. I shall keep the dog under my control all the times, so that it does not intimidate, annoy, hurt or bite any person. I shall not make Municipal Corporation responsible for any loss, damage or Injury caused by a registered dog to any person or to his/her property and sole liability to compensate the victim will remain with me.

8. I shall not indulge in breeding of dogs for commercial purposes and trading of dogs within the area of Municipal Corporation. In case it is found that dog is being kept for breeding or trading/commercial purposes by me, the Registration Authority shall impound my dog/s besides imposing a fine as fixed by the Commissioner, Municipal Corporation, Solan upon me.

9. I shall not allow the dog to defecate in public places such as residential areas, green belts, parks, streets, roads, road berms and other common places etc. In case the dog defecates at the above specified places, I shall arrange to get the excreta of the dog removed from the said place at my own level. I shall not allow the dog to defecate near the residences of other persons, neighbors to their annoyance..

10. I shall ensure proper space, accommodation, food and medical treatment to the dog.

11. I shall allow the registration authority or a Veterinarian, Health Supervisor, Chief Sanitary Inspector, Sanitary Inspector or any other officer of the Municipal Corporation authorized by the Registration Authority to inspect the premises of my dog and I shall allow that person to enter and inspect my premises at all reason able times.

*Signature of the Owner of the Pet Dog.*

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ANNEXURE–C

To

The Registration Authority,
Nagar Panchayat Narkanda (H.P.)

Attach two passport size Photograph of Applicant

*Subject.*—Application for Registration as Dog Breeder.

Sir,

This is to request you that I want to register as Dog Breeder in MC, Nalagarh. The particulars are as under:—

| | | |
|---|---|---|
| 1. | Name of Dog Breeder | :_____ |
| 2. | Size and Layout of premises along with detail of surface, floor, number of physical barriers (Doors or gates) etc. | :_____ |
| 3. | Detail of staff along with qualification/experience | :_____ |
| 4. | Detail of Dogs | :_____ |
| 5. | Immunization record | :_____ |
| 6. | Capacity of premises | :_____ |
| 7. | Name and address of the Veterinary Doctor | :_____ |
| 8. | Veterinary Council Registration No. | :_____ |
| 9. | Anti Rabies Vaccination done on | :_____ |
| 10. | Signature of the Veterinary Doctor | :_____ |

11. I hereby deposit Rs. 5000/-in cash, with the request to register as Dog Breeder in Municipal Corporation records.

12. I hereby under take to follow all guide lines mentioned in "The Narkanda Nagar Panchayat (Registration and Control of Pet Dogs) Bye-Laws, 2022".

Dated:_____

*Signature of the Applicant.*
Name:_____
House Address:_____
_____
_____
Contact No. _____

_____

**FOR OFFICE USE ONLY**

Receipt No._____
Date:_____

Number allotted to Dog Breeder:_____

*Signature of Issuing Officer.*

_____

ANNEXURE–D

To

The Registration Authority,
Nagar Panchayat Narkanda (H.P.)

Attach two passport size Photograph of Applicant

*Subject.*—Application for Registration of Dog Care Centre.

Sir,

This is to request you that I want to register Dog Care Center namely_____ at_____Ward No._____Kandaghat. The particulars of Dog Care Center are as under:—

1. Name of Dog Care Centre :_____
2. Size and Layout of premises along with detail of surface, floor, number of physical barriers (Doors or gates) etc. :_____
3. Detail of staff along with qualification/experience :_____
4. Capacity of premises :_____
5. I hereby deposit Rs. 5,000/- in cash, with there quest to register Dog Care Center in Municipal Corporation records.
6. I hereby under take to follow all guidelines mentioned in "The Narkanda Municipal Corporation (Registration and Control of Pet Dogs) Bye-Laws, 2022".

Dated:_____ *Signature of the Applicant.*

Name:_____
House Address:_____
_____
_____
Contact No. _____

_____

**FOR OFFICE USE ONLY**

Receipt No._____
Date:_____

Number allotted to Dog Breeder:_____ *Signature of Issuing Officer.*

_____

**URBAN DEVELOPMENT DEPARTMENT**
**NAGAR PANCHAYAT NARKANDA**

NOTIFICATION

*Dated: 3rd February, 2026*

**No-1840.—**Whereas, the Nagar Panchayat Narkanda drafted the **"NAGAR PANCHAYAT NARKANDA TRADE LICENSE BYE-LAWS 2025"** were published in the Rajpatra, Himachal Pradesh (extra-ordinary) on 1588 *vide* Notification of even number dated 30-07-2025 for inviting public objections under Section 217 read with Section 202 of the Himachal Pradesh Municipal Act, 1994. And whereas, no objections were received from any quarter within the specified period of 30 days from the date of publication of these draft bye-laws.

Now, therefore, in exercise of the powers conferred by under Section 125,126,127, 128 read with section 202 and 214 and Section 217 of the Himachal Pradesh Municipal Act, 1994 (Act No. 13 of 1994) as amended from time to time, the final **" NAGAR PANCHAYAT NARKANDA TRADE LICENSE BYE- LAWS 2025"** are hereby notified and published the Rajpatra, Himachal Pradesh (extra-ordinary) for information of the general public as follows, namely:—

**"The Narkanda Nagar Panchayat TRADE LICENSE Bye-laws, 2025"**

**1. Short title, Extent and Commencement:**

(i) These Byelaws may be called the Nagar Panchayat Narkanda, (Grant of Trade License for Trade Activities, Use of Premises and Storage of Articles in a Premises) Byelaws 2025.

(ii) These Bye-Laws shall come into force from the date of their publication in the Official Gazette.

(iii) These Byelaws shall apply to all shops/premises falling within the Municipal limits which may not be used without license for the purpose specified in Section 125,126,127, 128 read with section 202 and 214 of the Himachal Pradesh Municipal Act, 1994 as per Annexure-I and for storage of any Article, and performing of any trade within municipal limits as per the Trade Types specified in these byelaws at Annexure I.

**2. Definitions.—**In these Byelaws, unless the context otherwise requires:—

(a) "Act" means the Himachal Pradesh Municipal Act.1994, (Act No 12 of 1994)

(b) "Authorized Officer" means Secretaryor any other Officer specifically authorized by the Secretary.

(c) Urban Local Body (ULB): An Urban Local Body (ULB) is an administrative unit in urban areas, responsible for governance, management, and development which in this case is Nagar Panchayat Narkanda(MCP henceforth).

(d) "Inspector" means Sanitary Inspector, or any other Official of the Nagar Panchayat Narkanda duly authorized by the Secretary.

(e) "License" means a written permission granted by the Secretary or any other official /Officer duly authorized by the Secretary in favour of the person, owner & occupier for sale/storage of articles and Trade Types specified in Annexure-I, and zones as per Annexure-II of these Byelaws.

(f) "Licensing Officer" means Secretary, or any other officer duly authorized by the Secretary to grant/ renew License under the provisions of these Byelaws.

(g) "premises", means any shop/store/place where the articles specified in Annexure-I are kept for sale/storage in the go down/ premises and or where the trade activities as specified under Annexure-I are performed.

(h) "Small Scale Business/Trade" means premises covering maximum area of 100 sq.ft. "Medium Scale Business/Trade" means premises covering area of 100 Sq.ft.

to 500 sq. ft. and "large Scale Business/Trade" means premises covering area of more than 500 Sq.ft.

(i) Small Shop: A shop covering an area upto 64 square ft. shall be deemed to be a small shop.

(j) Medium Shop: A shop covering an area more than 64 sq ft. and upto 250 square ft. shall be deemed to be a medium shop.

(k) Large Shop: A shop covering an area more than 250 square ft. shall be deemed to be a large shop.

(l) Temporary Trade License: This license is issued for a brief period ranging from 1 to 30 days. It is applicable exclusively to trade activities conducted from temporary, or makeshift shops or stalls at approved fairs, events, etc. It is mandatory for the fair organizer/ temporary shop or stall owner to get the individual temporary trade license as per the terms defined in these byelaws.

(m) Zone: Functional boundary of the ULB, area designated for specific types of trade activities.

(n) Superstore: typically refers to a large retail establishment that sells a wide variety of goods.

(o) E-commerce: Electronic commerce, refers to the buying and selling of goods and services over the internet. It encompasses a wide range of online business activities for products and services.

(p) Cloud Kitchen: A cloud kitchen, also known as a virtual kitchen, is a type of commercial kitchen space dedicated solely to preparing food for delivery and takeout.

(q) Municipal Services: include but not limited to Garbage Collection, Property Tax, Electricity supply, Water supply, and Sewerage connection, provided under the jurisdiction of the Nagar Panchayat which can be regulated by separate authorities.

(r) "Shopkeeper" means any person running and managing the affairs of the shop/premises/place including its owner/occupier.

(s) The words and expression not defined under these Byelaws shall have the same meaning or sense as are defined in Himachal Pradesh Municipal Act, 1994.

**3. Procedure for Obtaining License:**

(a) Any person who wants to operate/run any business/trade as specified in Annexure- I and/ or store any article as specified in Annexure-I within the areas of the Nagar Panchayat and as per zone definitions in Annexure-II shall apply for license on prescribed Format to Secretary of the concerned Nagar Panchayat.

(b) Period of License: The License shall be issued for a period of 1 year, 5 Years, 10 years & maximum upto fifteen years at a time and the License shall automatically come to an end after completion of such period.

**4. Renewal of License:**

i. The license will be automatically renewed upon expiration once the applicant deposits the required fee. It can be renewed without any late fee or additional documentation within one month after expiration. If renewed within the following month (2nd Month of Expiry), a 50% penalty will apply. Beyond this period, the license cannot be renewed, and a new trade license must be applied.

ii. No document is required to be submitted for renewal of License.

**5. Transfer of License:**

i. The license issued under these Byelaws shall not be transferred in the name of any person except in case of the death of original licensee wherein it shall be made/ transferred in the name of the legal heirs only for the validity period of license on production of supporting documents and shall be decided by Secretary keeping in view the circumstances of the case.

ii. Transfer of Trade License fees will be charged as per prescribed fees decided by the ULB.

**6. Closure of License.—**The license issued under the byelaws can be requested for closure in case of winding up of the business. The licensee shall provide information as per prescribed guidelines to the Secretary for winding up of his business. Closure of Trade License fees will be charged as per prescribed fees, decided by the ULB.

**7. Modification of License.—**The license issued under these byelaws can be requested for modification in the following heads only.

i. Incase of Change of Mobile Number (Trade Owner).

ii. Incase of Change and or Addition in Subcategory or Trade under the preselected sector as per Annexure-I. (Note: Sector cannot be Modified, Multiple licenses will have to be applied for, multiple sectors).

iii. In-case of Change of Business/ Trade Address (Modification of trade address is only allowed in case the address is being changed within the same ward of the ULB.).

Modification of Trade License fees will be charged as per prescribed fees, decided by the ULB.

**8. License Fees.—**The license fee for grant of license shall be decided by the Nagar Panchayat from time to time. The fee shall be charged in the following manner:—

| Fees | Formula for Calculation |
|---|---|
| Trade License Fees | Fees (Scale of Business as per Scale of Business table below)<br>+<br>[Fees (Trade Type as defined in Annexure-I) x Applicable Zone Factors (Defined in Annexure-II)] |

| Sl. No. | Scale of Business | License Period 1 Year | License Period 5 Years | License Period 10 Years | License Period 15 years |
|---|---|---|---|---|---|
| 1. | Small scale business/trade | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. |
| 2. | Medium scale business/trade | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. |
| 3. | Large scale business/trade | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. | As Per Prescribed fees, decided by ULB. |

**9. Temporary Trade Licenses:**

**i. Temporary Trade Licenses are applicable only in case of fairs, festivals, and other such events within the ULB, for a period of 1 day to 30 days only.**

**ii. These licenses are specifically issued for temporary or makeshift shops or stalls at fairs and similar events.**

**Temporary Trade License Fees to be charged as per the formula below:**

| Fees | Formula for Calculation |
|---|---|
| Temporary Trade License Fees | Fees (As per Temporary Shop/ Stall Type Table Below)<br>±<br>[Fees (Trade Type as defined in Annexure-I) x Applicable Zone Factors (Defined in Annexure-II)] |

**In fairs, temporary / makeshift Shop/ stall trade fees within ULB is defined below:**

| Sl. No. | Shop Type | Shop Rate |
|---|---|---|
| 1. | Small Size Shop | As Per Prescribed fees, decided by ULB |
| 2. | Medium Size Shop | As Per Prescribed fees, decided by ULB |
| 3. | Large Size Shop | As Per Prescribed fees, decided by ULB |

**10. Temporary Permissions:**

**Fee structure for permission for Shooting of the Films/Documentaries in MCs:**

| **Big budget Films/Movies** (Films above Rs. 75.00 Crores) | **Medium budget Films/Movies** (Films above Rs. 5.00 Cr. upto Rs. 75.00 (Cr.) | **Low budget Films/Movies/TV Serials/Musical Albums/Advertisements** (Films upto Rs. 5.00 Crores) |
|---|---|---|
| Rs. 70,000/-per day | Rs. 30,000/- per day | Rs. 15,000/- per day |

**11. Conditions for Grant of License:**

**i. Trade registration with the Labour& Employment Department, Government of Himachal Pradesh, is a mandatory prerequisite for applying for a Trade License from Urban Local Bodies (ULBs).**

ii. The License shall not be valid for any other purpose, except for the items/articles for which it is granted under these Bye Laws.

iii. The permission shall, unless specified otherwise in the license, be valid in the entire MC limits, subject to such conditions as may be imposed by the **Secretary**.

iv. The owner /occupier of the premises shall have to produce the license before the Inspector or the licensing officer at any point of time as may be ordered by them.

v. The **Secretary** shall have a right to impose or alter any of conditions in the license as may be deemed fit by him/her under the provisions of Section 214 of the Himachal Pradesh Municipal Act, 1994.

**vi. Additional Permissions for any article/ trade mentioned in annexure I may be added by the Secretary as and when deemed necessary.**

vii. The applicant shall submit a self-declaration regarding information submitted by him / her about the premises to be used for business/ trade *viz*. type of business, area, approval of map and nature of property *i.e*. commercial and domestic etc. to be true to the best of his knowledge and belief.

viii. The licensee shall maintain proper record of the articles kept for sale or storage and trade activities being performed in the premises as may be required by the Licensing Officer. Further the licensee shall comply with all the directions and instructions issued to him by the **Secretary** or the Licensing Officer from time to time.

ix. The licensee will ensure timely payment of Municipal dues.

x. Time period for issue of License: The license shall be issued as per the timelines notified/specified for this service under Public Service Guarantee Act,2011.

xi. Subject to these Byelaws, license to any person, who applies online to the **Secretary** or Licensing Officer in this behalf and tenders the prescribed fee shall be granted by that officer, unless for reasons to be recorded in writing by him.

**xii. The Licensee shall be liable to pay transfer, modification, closure charges as prescribed by ULB per license at the time of effecting transfer of License, modification of license, closure of license.**

xiii. The licensee shall abide by the terms and conditions of the license and the license shall be displayed at the convenient/ conspicuous place /reception of the premises.

xiv. The Inspector or inspecting staff concerned shall have a right to enter and inspect the premises and the licensee shall provide necessary assistance to the inspecting staff at the time of inspection of licensed premises.

xv. The licensee shall not make any encroachment/ overhanging projection on public streets and Municipal drains in any manner.

**12. Denials of License:**

1) The license shall not be granted:—

i. to a person suffering from any loathsome infections or contagious diseases:

ii. to a person convicted for unlawful sale or storage of any articles mentioned in Section 125,126,127, 128 read with section 202 and 214 of the Himachal Pradesh Municipal Act, 1994

iii. to a person who has been found to have habitually committed the breach of these Bye- Laws or the terms of the license.

iv. to a person not below the age of 18 years.

**13. Offenses and Penalties:**

i. In addition to the penalty as provided under Himachal Pradesh Municipal Act, 1994 any person in possession of the premises found violating any of the provisions of these Byelaws shall in the first instance be liable for a penalty of Rs 1000/- only and suspension of license for a period of one month and for repetition of the same violation within three months be liable for penalty of Rs. 10000/- only and permanent Cancellation/withdrawal of license.

ii. If the information submitted by the applicant under self-declaration is found to be false, he/she shall be liable for the penalty of ten times of the license fee and his/ her license will be cancelled.

iii. In case of repeat devolutions, the concerned person, owner, or occupier, as the case shall be liable for cancellation/withdrawal of License which can only be restored on receiving written undertaking accompanied by surety from the person violating these Bye-laws subject to the satisfaction of the Secretary.

**14. Penalization for Default on Municipal Services.—**In the interest of maintaining compliance and to ensure the seamless provision of municipal services, the Nagar Panchayat hereby enacts the following:

**(1) Interlinked Service Compliance:**

**(2)**

All Municipal Services, including but not limited to Garbage Collection, Property Tax, Electricity, Water, and Sewerage, provided under the jurisdiction of the Nagar Panchayat and regulated by separate authorities, shall be interlinked for compliance purposes.

**(3) Cross- Service Penalization:**

Any resident or entity found to be in violation of the regulations pertaining to any one of the municipal services shall be subject to cross-municipal service penalization. This includes but is not limited to:

i. Suspension or limitation of other municipal services.

ii. Imposition of additional fines and penalties across all utilities.

iii. Notification and reporting of violations across regulatory authorities for coordinated enforcement.

**(4) Repercussions for Trade License service:**
Municipal Service Defaulters will not be allowed to apply/ renew/ modify/ close trade licenses till the violation is resolved.

**(5) Notification and Appeal:**
Prior to the enforcement of cross-municipal penalties, the affected party shall receive a written notice detailing the nature of the violation, the affected services, and the penalties to be imposed.
The affected party shall have the right to appeal against the penalization within a stipulated period as prescribed by the Nagar Panchayat.

**(6) Inter-Authority Coordination:**
Regulatory authorities governing each municipal service shall establish a coordination mechanism to ensure the efficient and timely exchange of information regarding violations and enforcement actions.

Regular meetings shall be held between regulatory authorities to review compliance status and address issues related to cross-municipal service penalization.

**15. Zone Categorization:**

Nagar Panchayat should consider categorizing trade license fees within their jurisdiction based on the zone in which the trading unit is located.

These Byelaws shall come into effect immediately upon its inclusion in the Nagar Panchayat Byelaws. The Municipality shall periodically review and update the cross-municipal penalization framework to address emerging challenges and ensure fair and effective enforcement.

By order,

*Secretary,*
*Nagar Panchayat Narkanda, (H.P.).*

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**Trade Sector Type and Trade Categorizations Annexure-I**

| Sl. No. | Sector | Trade | Sub Categorization | Remarks | Trade Fees INR (Suggestive) Nagar Panchayat (1Yr) |
|---|---|---|---|---|---|
| 1. | Agriculture | Farm Machinery Sale | NA | NA | 500 |
| 2. | Agriculture | Agriculture Use Products Retails. | Sprays (insecticide, Fungicide, disinfectants, Fertilizers, Lime, Urea). | Additional regulatory approvals from other regulatory bodies may be required. | 500 |

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|---|---|---|---|---|---|
| 3. | Agriculture | Nursery | NA | Additional regulatory approvals from other regulatory bodies may be required. | 150 |
| 4. | Agriculture | Florists | NA | NA | 150 |
| 5. | Agriculture | Agriculture Produce Wholesale. | NA | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 700 |
| 6. | Agriculture | Agriculture Produce Retails. | NA | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 150 |
| 7. | Agriculture | Farm Machinery Repair | NA | NA | 500 |
| 8. | Automotive | Tire Puncture Repair | NA | NA | 200 |
| 9. | Automotive | Tire Sale, Repair & Services | NA | NA | 500 |
| 10. | Automotive | Four-Wheeler/Two-Wheeler Sales | NA | NA | 1800 |
| 11. | Automotive | Four-Wheeler/Two-Wheeler Repair | NA | NA | 400 |
| 12. | Automotive | Four-Wheeler/Two-Wheeler Sale, Repair & Spare Part | NA | NA | 2000 |
| 13. | Automotive | Four-Wheeler/Two-Wheeler Repair & Spare Parts | NA | NA | 1000 |
| 14. | Banking Finance Services Insurance (BFSI) | Banking | Commercial Bank | NA | 3500 |
| 15. | Banking Finance Services Insurance (BFSI) | Financial Services | NA | NA | 3500 |
| 16. | Banking Finance Services Insurance (BFSI) | Insurance | General Insurance | NA | 3500 |
| 17. | Banking Finance Services Insurance (BFSI) | Insurance | Medical Insurance | NA | 3500 |

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|---|---|---|---|---|---|
| 18. | Banking Finance Services Insurance (BFSI) | Insurance | Life Insurance | NA | 3500 |
| 19. | Banking Finance Services Insurance (BFSI) | Insurance | Multiple Insurance | NA | 3500 |
| 20. | Common Trades | Shops & Merchants | Small Stores | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 300 |
| 21. | Common Trades | Shops & Merchants | Superstore's (A superstore, may typically refers to a large retail establishment that sells a wide variety of goods. These goods can include groceries, clothing, electronics, household items, and more. Superstores are usually larger than regular small retail stores and aim to offer a one-stop shopping experience.) | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 2000 |
| 22. | Common Trades | Clothes & Apparel | Laundry shop and Dry cleaners | NA | 200 |
| 23. | Common Trades | Clothes & Apparel | Tailoring shop. | NA | 200 |
| 24. | Common Trades | Media, Entertainment & Advertisement | Cinematograph of films/ Photo studio/ Photo Studio Labs | Per Day Permission for shooting in ULB Location is different from Trade License Fees. | 500 |
| 25. | Common Trades | Media, Entertainment & Advertisement | Theaters/ Multiplexes | NA | 1800 |
| 26. | Common Trades | Printing & Publishing | Photocopy Shop Cyclostyling, Typing and Printing machines | NA | 400 |
| 27. | Common Trades | Printing & Publishing | Printing Press. | NA | 500 |
| 28. | Common Trades | Printing & Publishing | Book Publisher/ Book Retailer & Stationery | NA | 500 |
| 29. | Common Trades | Printing & Publishing | Paper in pressed bales or loose or in reams. | NA | 200 |

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|---|---|---|---|---|---|
| 30. | Common Trades | Printing & Publishing | Paper cutting, Binding | NA | 500 |
| 31. | Common Trades | Printing & Publishing | Stationery, Ink for printing, writing, stamping, etc. | NA | 200 |
| 32. | Common Trades | Printing & Publishing | Flex Printing, Hoardings printing | NA | 500 |
| 33. | Common Trades | Food & Beverage | Vegetable & Fruit | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 400 |
| 34. | Common Trades | Food & Beverage | Sweetmeats & confectionery | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 500 |
| 35. | Common Trades | Food & Beverage | Aerated Drinks (Non-Alcoholic) | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 500 |
| 36. | Common Trades | Food & Beverage | Groceries (Including Fast Moving Consumer Goods) | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 500 |
| 37. | Common Trades | Clothes & Apparel | Cloth or clothes of cotton, wool, silk, art silk, organic fibers etc. | NA | 500 |
| 38. | Common Trades | Clothes & Apparel | Cloths wholesale. | NA | 500 |
| 39. | Common Trades | Clothes & Apparel | Dyeing/ Bleaching or printing of, Cloth, Yarns. | NA | 200 |
| 40. | Common Trades | Clothes & Apparel | Oil Cloth | NA | 200 |
| 41. | Common Trades | Clothes & Apparel | Shoes including leather, PVC Canvas rubber and plastic shoes. | NA | 500 |
| 42. | Common Trades | Healthcare, Beauty & Wellness | Clinics / Healthcare Service / Labs/ Hospitals | NA | 2000 |
| 43. | Common Trades | Healthcare, Beauty & Wellness | Pharmaceutical or medical goods / Chemists | NA | 1500 |
| 44. | Common Trades | Healthcare, Beauty & Wellness | Hair Dressing Saloon or a Barber's shop. | NA | 400 |
| 45. | Common Trades | Healthcare, Beauty & Wellness | Cosmetics (Retails) | NA | 400 |

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|---|---|---|---|---|---|
| 46. | Common Trades | Healthcare, Beauty & Wellness | Spa & Wellness | NA | 400 |
| 47. | Common Trades | Healthcare, Beauty & Wellness | Beauty Culture & Hair Dressing | NA | 400 |
| 48. | Common Trades | Healthcare, Beauty & Wellness | Naturopathy | NA | 400 |
| 49. | Common Trades | Electronics & Electricals | Electronics & Electricals (Sales) | NA | 500 |
| 50. | Common Trades | Electronics & Electricals | Mobile Sales | NA | 700 |
| 51. | Common Trades | Electronics & Electricals | Mobile Sales & Repairs | NA | 700 |
| 52. | Common Trades | Electronics & Electricals | Watch Sales & Repair | NA | 500 |
| 53. | Common Trades | Electronics & Electricals | Electronic items sales & Repairs. | NA | 500 |
| 54. | Common Trades | Electronics & Electricals | Electronics-Home appliances (Sales & Repairs). | NA | 1000 |
| 55. | Common Trades | Shops & Merchants | Private Offices | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 500 |
| 56. | Common Trades | Shops & Merchants | E-Commerce | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 500 |
| 57. | Common Trades | Food & Beverage | Cloud Kitchen | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 500 |
| 58. | Common Trades | Food & Beverage | Food Processing Plants | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. Industry Department & other Regulatory Licenses may also be applicable. | 1000 |
| 59. | Common Trades | Healthcare, Beauty & Wellness | Gym & Fitness center, Yoga & Meditation centers | NA | 500 |
| 60. | Common Trades | Healthcare, Beauty & Wellness | Wellness products/ supplements (Retail). | NA | 500 |
| 61. | Common Trades | Media, Entertainment & Advertisement | Digital Advertisements & Digital Hoardings | NA | 1000 |

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|---|---|---|---|---|---|
| 62. | Common Trades | Media, Entertainment & Advertisement | Event Management | NA | 1000 |
| 63. | Common Trades | Shops & Merchants | Pet Shops & Pet Food | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 400 |
| 64. | Common Trades | Scrap Management | Old paper or waste paper including old newspapers, periodicals magazines, etc. | NA | 300 |
| 65. | Common Trades | Scrap Management | Metal, Plastic, Glass, Paper waste | NA | 500 |
| 66. | Common Trades | Scrap Management | Silk waste or silk yarn waste, art silk waste or art silk yarn waste | NA | 400 |
| 67. | Common Trades | Scrap Management | Cotton refuse or waste or cotton yarn refuse or waste. | NA | 400 |
| 68. | Common Trades | Scrap Management | Organic Waste | NA | 400 |
| 69. | Education, Skills & Development | Private Educational Institutions | Upto 100 Students | NA | 800 |
| 70. | Education, Skills & Development | Private Educational Institutions | More than 100 Students | NA | 2500 |
| 71. | Education, Skills & Development | Private Day Cares / Creche | Upto 50 Students | NA | 800 |
| 72. | Education, Skills & Development | Private Day Cares / Creche | More than 50 Students | NA | 1400 |
| 73. | Education, Skills & Development | Tution Centers/ Coaching Classes | Upto 100 Students | NA | 1700 |
| 74. | Education, Skills & Development | Tution Centers/ Coaching Classes | More than 100 Students | NA | 2500 |
| 75. | Fairs, Festivals, Events, and Exhibitions (Temporary Licenses Only) | Food Vans/ Food Stalls | Food Vans/ Food Stalls | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 2500 |
| 76. | Fairs, Festivals, Events, and Exhibitions (Temporary Licenses Only) | Book Stalls | Book Stalls | NA | 2500 |

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|---|---|---|---|---|---|
| 77. | Fairs, Festivals, Events, and Exhibitions (Temporary Licenses Only) | Handicraft Stalls | Handicraft Stalls | NA | 2500 |
| 78. | Fairs, Festivals, Events, and Exhibitions (Temporary Licenses Only) | Handloom Stalls | Handloom Stalls | NA | 2500 |
| 79. | Fairs, Festivals, Events, and Exhibitions (Temporary Licenses Only) | Other Stalls/ Fun Fairs | Other Stalls/ Fun Fairs | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 2500 |
| 80. | Handloom & Handicrafts | Handloom | Silk Weaves | NA | 200 |
| 81. | Handloom & Handicrafts | Handloom | Cotton Weaves | NA | 200 |
| 82. | Handloom & Handicrafts | Handloom | Woolen Weaves | NA | 200 |
| 83. | Handloom & Handicrafts | Handloom | Linen Weaves | NA | 200 |
| 84. | Handloom & Handicrafts | Handloom | Blended Weaves | NA | 200 |
| 85. | Handloom & Handicrafts | Handloom | Other Weaves | NA | 200 |
| 86. | Handloom & Handicrafts | Handicrafts | Pottery & Ceramics | NA | 200 |
| 87. | Handloom & Handicrafts | Handicrafts | Textile Crafts | NA | 200 |
| 88. | Handloom & Handicrafts | Handicrafts | Wood Crafts | NA | 200 |
| 89. | Handloom & Handicrafts | Handicrafts | Metal Crafts | NA | 200 |
| 90. | Handloom & Handicrafts | Handicrafts | Basketry & Weaving | NA | 200 |
| 91. | Handloom & Handicrafts | Handicrafts | Leather Crafts/ Cobbler | NA | 100 |
| 92. | Handloom & Handicrafts | Handicrafts | Stone Crafts | NA | 200 |
| 93. | Handloom & Handicrafts | Handicrafts | Paper Mache | NA | 200 |
| 94. | Handloom & Handicrafts | Handicrafts | Glass Crafts | NA | 200 |
| 95. | IT/ ITES Services | Call Centers | BPOs, KPOs, Helpdesks, Customer Care | NA | 1700 |
| 96. | IT/ ITES Services | Computer Hardware & Peripherals | Sales | NA | 500 |

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|---|---|---|---|---|---|
| 97. | IT/ ITES Services | Computer Hardware & Peripherals | Repairs | NA | 500 |
| 98. | IT/ ITES Services | Digital Services | Software/ Website/ App /Social Media Marketing | NA | 1700 |
| 99. | Luxury Goods | Gems &Jewellery | Precious metals (Refining or Recovery). | Gold, Silver, Platinum | 2000 |
| 100. | Luxury Goods | Gems & Jewellery | Goldsmithy | Gold & Gemstones | 2000 |
| 101. | Luxury Goods | Gems & Jewellery | Silversmithy | | 2000 |
| 102. | Luxury Goods | Gems & Jewellery | Precious Metals/ Precious Stones/ Pearls Jwellers (sales) | Gold, Silver, Platinum | 2000 |
| 103. | Manufacturing, Industries and Industrial Materials | Leather & Skins | Tanning, pressing or packing Hides or skins, whether raw or dried | NA | 1000 |
| 104. | Manufacturing, Industries and Industrial Materials | Leather & Skins | Leather, leather cloth, raxine cloth and water proof cloth. | NA | 1000 |
| 105. | Manufacturing, Industries and Industrial Materials | Leather & Skins | Leather goods manufacturing | NA | 1000 |
| 106. | Manufacturing, Industries and Industrial Materials | Leather & Skins | Celluloid or celluloid goods | NA | 1000 |
| 107. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Metal Casting | NA | 1000 |
| 108. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Litho Press | NA | 1000 |
| 109. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Blacksmithy | NA | 1000 |
| 110. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Coppersmithy | NA | 1000 |
| 111. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Electroplating | NA | 1000 |
| 112. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Metal-Cutting, Treating, Drilling, Assembly (ferrous or non-ferrous or antimony, excluding precious metal) | NA | 1000 |

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|---|---|---|---|---|---|
| 113. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Tinsmity | NA | 500 |
| 114. | Manufacturing, Industries and Industrial Materials | Clothes Manufacturing | Power Looms | NA | 800 |
| 115. | Manufacturing, Industries and Industrial Materials | Metal Works (Non-Precious Metals Only) | Welding of metal by electric, gas or any process whatsoever. | NA | 500 |
| 116. | Manufacturing, Industries and Industrial Materials | Timber & Woodworks | Timber, Bamboos Sawmill | NA | 800 |
| 117. | Manufacturing, Industries and Industrial Materials | Timber & Woodworks | Plywood. | NA | 800 |
| 118. | Manufacturing, Industries and Industrial Materials | Timber & Woodworks | Sandalwood | NA | 800 |
| 119. | Manufacturing, Industries and Industrial Materials | Timber & Woodworks | Manufacturing & Sales of Wooden furniture and plywood / sandal wood. | NA | 800 |
| 120. | Manufacturing, Industries and Industrial Materials | Timber & Woodworks | Manufacturing & Sales of Cardboard boxes, barrels, khokas or other articles of wood or plywood or sandal wood. | NA | 500 |
| 121. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Hardware Store, Sanitary-ware, and other articles made of iron, iron-sheets, pipes, iron angles and G.I. Pipes etc. | NA | 1000 |
| 122. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Cement | NA | 1000 |
| 123. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Charcoal. | NA | 500 |
| 124. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Glass bevelling, Glass cutting, Glass Polishing | NA | 500 |
| 125. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Marble, stone cutting, grinding, dressing or polishing | NA | 500 |

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|---|---|---|---|---|---|
| 126. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Road Construction, (Bitumen, Tar, ditch, dammar, Ral) | NA | 500 |
| 127. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Cement concrete designs or models. Bricks or tiles by mechanical power/ hand power | NA | 1000 |
| 128. | Manufacturing, Industries and Industrial Materials | Infrastructure & Construction | Paints, Varnishes, Lacquer. | NA | 1000 |
| 129. | Petroleum, Chemicals & Other Regulated Products | Blood Banks | Blood Banks | Additional regulatory approvals from other regulatory bodies may be required. | 350 |
| 130. | Petroleum, Chemicals & Other Regulated Products | Bones, bone meal or bone powder. | Bones, bone meal or bone powder. | Additional regulatory approvals from other regulatory bodies may be required. | 350 |
| 131. | Petroleum, Chemicals & Other Regulated Products | Chemicals & Gases | Compound gas, such as oxygen gas, hydrogen gas, nitrogen gas, carbondioxide gas, sulpher dioxide gas, chlorine gas, acetyalom gas etc. | Additional regulatory approvals from other regulatory bodies may be required. | 700 |
| 132. | Petroleum, Chemicals & Other Regulated Products | Chemicals & Gases | Plastic Goods (Manufacture) | Additional regulatory approvals from other regulatory bodies may be required. | 700 |
| 133. | Petroleum, Chemicals & Other Regulated Products | Chemicals & Gases | Rubber Goods (Manufacture) | Additional regulatory approvals from other regulatory bodies may be required. | 700 |
| 134. | Petroleum, Chemicals & Other Regulated Products | Chemicals & Gases | Chlorate mixture, Chemical liquid, Chemicals (non-liquid), Phosphorous, Saltpetre, Sulphur, Insecticide & Disinfectants | Additional regulatory approvals from other regulatory bodies may be required. | 700 |
| 135. | Petroleum, Chemicals & Other Regulated Products | Petroleum, other than dangerous petroleum, as defined in the Petroleum Act, 1934. | NA | Additional regulatory approvals from other regulatory bodies may be required. | 2500 |

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|---|---|---|---|---|---|
| 136. | Petroleum, Chemicals & Other Regulated Products | CNG Pump & Electric Charging Station | NA | Additional regulatory approvals from other regulatory bodies may be required. | 3000 |
| 137. | Petroleum, Chemicals & Other Regulated Products | Liquified Petroleum Gas | NA | Additional regulatory approvals from other regulatory bodies may be required. | 2500 |
| 138. | Petroleum, Chemicals & Other Regulated Products | Prohibited Substances (Tobacco & Tobacco Products) | Trading in Bidi / Bidi leaves | License under COTPA is mandatory, and Trade License from ULB | 500 |
| 139. | Petroleum, Chemicals & Other Regulated Products | Prohibited Substances (Tobacco & Tobacco Products) | Bidis (indigenous cigarettes) snuff, cigars or cigarettes. | License under COTPA is mandatory, and Trade License from ULB | 800 |
| 140. | Petroleum, Chemicals & Other Regulated Products | Alcohol | Liquor Stores Wholesale/ retail | Permission from Excise is mandatory and Trade license from ULB | 3500 |
| 141. | Petroleum, Chemicals & Other Regulated Products | Alcohol Manufacture | Brewery / Micro-Brewery | Permission from Excise is mandatory and Trade license from ULB | 500 |
| 142. | Petroleum, Chemicals & Other Regulated Products | Flameables & Explosives | Detonaters, Dynamite, Fulminate, Fulminate of mercury, Fulminate of silver, Golatino, Golignite, Gun-cotton., Gun-powder. | Other Regulatory Permissions may be required | 1700 |
| 143. | Petroleum, Chemicals & Other Regulated Products | Flameables & Explosives | Fire-works wholesale/ retail. | Other Regulatory Permissions may be required | 800 |
| 144. | Petroleum, Chemicals & Other Regulated Products | Flameables & Explosives | Mathylated spirit, denatured spirit or french polish. | Other Regulatory Permissions may be required | 1700 |
| 145. | Petroleum, Chemicals & Other Regulated Products | Flameables & Explosives | Nitro-cellulose, Nitro-compound, Nitro-glycerine, Nitro-mixture, Blasting powder. | Other Regulatory Permissions may be required | 1700 |
| 146. | Petroleum, Chemicals & Other Regulated Products | Flame ables & Explosives | Matches for lighting (including Bengal matches). | Other Regulatory Permissions may be required | 1700 |

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|---|---|---|---|---|---|
| 147. | Petroleum, Chemicals & Other Regulated Products | Meat Shop | Chicken & Fish | NA | 500 |
| 148. | Petroleum, Chemicals & Other Regulated Products | Meat Shop | Mutton & Other Raw meats | NA | 500 |
| 149. | Tourism & Hospitality | Restaurants | Pub, Restro Bar, Fine Dine , Breweries | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 2000 |
| 150. | Tourism & Hospitality | Restaurants | Eateries (Food Production & or Distribution)/ Eateries (Food Distribution only) | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 1000 |
| 151. | Tourism & Hospitality | Hotels | Upto 3 Star facility. | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 2500 |
| 152. | Tourism & Hospitality | Hotels | 4 Star facility | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 3500 |
| 153. | Tourism & Hospitality | Hotels | 5 Star facility | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 4000 |
| 154. | Tourism & Hospitality | Home stays / Bread n Breakfasts / Paying Guest Facility / Hostels | Upto 10 Rooms, | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 800 |
| 155. | Tourism & Hospitality | Home stays / Bread n Breakfasts / Paying Guest Facility / Hostels | More than 10 Rooms | If PFA goods are sold, the licensee will have to apply for PFA license separately from concerned regulatory authority. | 1000 |
| 156. | Transportation & Logistics | Transportation | Transportation | NA | 800 |
| 157. | Transportation & Logistics | Warehouses | Warehouses | NA | 800 |
| 158. | Transportation & Logistics | Transport & Warehouse | Transport & Warehouse | NA | 800 |

| | | | | | |
|---|---|---|---|---|---|
| 159. | Transportation & Logistics | Courier Services | Courier Services | NA | 800 |

ANNEXURE - II

**Zone Categorization Table**

| Sl. No. | Zone Name | Zone Definition | Multiplication Factor (X) |
|---|---|---|---|
| 1. | A | As per priority Zones defined in Property Tax under the Municipal Property Tax Bye -Laws | 5 |
| 2. | B | As per priority Zones defined in Property Tax under the Municipal Property Tax Bye- Laws | 4 |

****Trades Operating in priority Zone A should have Higher value than zone B and So on.**

**SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT**
**(Section-A)**

NOTIFICATION

*Shimla-02, the 29th January, 2026*

**No. SJE-A-A01/1/2025.—**The Governor, Himachal Pradesh is pleased to notify the Standard Operating Procedure – *cum* - Guidelines for recruitment of Crèche Workers and Crèche Helpers under Mission Shakti-Palna Scheme issued by Ministry of Women and Child Development, Government of India, as per Annexure – "A" with immediate effect, in public interest.

By order,

SHYAM BHAGAT NEGI,
*Addl. Chief Secretary (SJ&E).*

**Annexure –A**

**Standard Operating Procedure(SOP)-**cum**-Guideline for recruitment of Crèche Worker and Crèche Helper Under Palna Scheme**

**Introduction**

**i. Objectives of Crèches (Palna)**

The Government's sustained initiative on education and employment of women has resulted in increased opportunities for their employment, and more and more women are now seeking employment, working within or outside their home towns. The growing industrialization and urban

development have led to increased migration into the cities. The past few decades have shown a rapid increase in nuclear families. Considering the difficulties faced by the working mothers in giving due child care and protection to their children, it has been decided by the Government of India to provide the day-care crèche facilities through the component of Palna under Mission Shakti. Crèche services formalize the child care facilities hitherto considered as part of domestic work. Formalization of care work supports "decent work campaign" to achieve the Sustainable Development Goal Decent work and economic growth. Government of India has decided to establish 17,000 -Crèches by 15th Finance Commission that is, up to FY 2025-26 out of these, 152 have been approved for State of Himachal Pradesh under funding pattern of (90:10) this number can be increase further after operationalization of approved centers.

**ii. General Instructions (Mission Shakti- Palna Scheme)**

a) Standardization of operations should be as per Mission Shakti Guidelines.

b) The crèche should be preferably co-located with the Anganwadi Centre. It is further clarified that overall monitoring, logistics, health, education, and other supports should be given through the linked Anganwadi Centre. In such cases, all the children availing services should also be registered in the linked/mother Anganwadi Centre.

c) State/District must take all efforts to establish such crèches in urban areas for assisting the women workforce for enhancing women led development. Any other place may be considered after approval of 'Programme Approval Board' only.

d) Food provided to the children must have adequate nutritional value as per government prescribed guidelines under Mission Saksham Anganwadi & POSHAN 2.0. As the children shall stay for whole day in the Crèche, three meals *i.e.,* one snack /breakfast in morning, one lunch meal (hot cooked) around noon and one snack in afternoon may be provided.

e) The Scheme is notified under section 7 of the Aadhar (targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016). Hence, the Aadhar details of the parents/guardians of the children should be maintained in the register till the digitalization mechanism is in place.

f) Crèche Workers shall be appointed on a co-terminus basis as per Mission Shakti guidelines.

**Part –I: Selection Procedure**

**1. Selection Committee**

The engagement of crèches Workers and crèches Helpers shall be made by the following Selection Committee:—

**a) Sub-Divisional Officer (Civil).... Chairman**

**b) Child Development Project Officer.....Member** (concerned project shall be custodian of all records).

**c) Tehsil Welfare Officer/Statistical Assistant/ Supervisor** of **ICDS...Member**

**2. Honorarium**

The Crèche Workers and crèche Helpers will be paid monthly honorarium on the rates given below and rate of honorarium will be subject to change from time to time by Centre and State Government. As of now, the norms for distribution of honorarium for the Crèche worker and crèche helper as received from the Ministry of Women and Child Development, Government of India are below:—

**a) Crèches Worker allowance = Rs. 5500/- per month**

**b) Crèches Helper allowance = Rs. 3,000/- per month**

Besides the AWW and AWHs of the linked AWCs to Crèches will be paid additional Honorarium of Rs. 1500/- (over and above her monthly honorarium) and Rs. 750/- (over and above her monthly honorarium), for their supervisory role.

**3. Eligibility Criteria of Crèche Worker**

Only such female candidate will be eligible to apply for the post of Crèches Worker:—

a) Who is a normal resident of the feeder area of the concerned Crèche. In case suitable candidates are not available within the feeder area, applications may be invited from candidates residing within the concerned Gram Panchayat. If suitable candidates are still not available in the Panchayat then applications be invited from adjoining Gram Panchayats of the same projects and subsequently from adjoining Gram Panchayats of the adjoining Projects of the same District and thereafter from adjoining Gram Panchayats of adjoining projects of adjoining District.

b) Having minimum prescribed qualification of 10+2. Provided that, in case no suitable candidate with this qualification is available within the Panchayat then the qualification for subsequent advertisement shall be Class 10th for feeder area of Crèche and if candidate with this qualification is also not available in the feeder area then with similar qualification candidates of the Panchayat shall be considered. For adjacent Panchayat of similar Project firstly minimum qualification of 10+2 shall be considered and subsequently Class 10th.

c) Who is between 18-35 years of age as on the date of advertisement

d) Whose annual family income does not exceed Rs. 50,000/- per annum. For the purpose of this clause, "family" shall be as per record of the Gram Panchayat on the date of advertisement. The income certificate must be certified/countersigned by an officer not below the rank of Naib Tehsildar/Tehsildar/Executive Magistrate.

e) Where after merging a standalone Crèche with the nearest Anganwadi Centre, the Crèche Workers are providing services uninterruptedly during FY 2025-26, for such centers no fresh recruitment shall be made. The existing Crèche Worker shall continue on a co- terminus basis under Palna scheme of Mission Shakti and be governed by these guidelines. The list of feeder areas (Sub-Villages) of the concerned Crèche Centres shall be displayed on the notice boards of the Ward/Panchayat/Anganwadi Centres, etc., to ensure transparency and wide

publicity and to enable eligible candidates to apply for the posts/vacancies. Where the post of Crèche Worker has fallen vacant due to any reason and the matter is not subjudice, 10+2 pass Crèche Helper of that AWC shall be given first opportunity to be appointed as Crèche Worker on her request, with the prior approval of District Program Officer.

**4. Eligibility Criteria of Crèche Helper**

Only such female candidate is eligible to apply for the post of Crèches Helper:—

a. Who is a normal resident of the feeder area of the concerned Crèche. In case suitable candidates are not available within the feeder area, applications may be invited from candidates residing within the concerned Gram Panchayat. If suitable candidates are still not available in the Panchayat then applications be invited from adjoining Gram Panchayats of the same projects and subsequently from adjoining Gram Panchayats of the adjoining Projects of the same District and thereafter from adjoining Gram Panchayats of adjoining projects of adjoining District.

b. Having minimum prescribed qualification of 10th Provided that, in case no suitable candidate with this qualification is available within the Panchayat then the qualification for subsequent advertisements shall be Class 7th for feeder area of Anganwadi-*cum*-Crèche and if candidate with this qualification is also not available in the feeder area then with similar qualification candidate of the Panchayat shall be considered. For adjacent Panchayat of similar Project firstly minimum qualification of 10th shall be considered and subsequently Class 7th.

c. Who is between 18-35 years of age as on the date of advertisement.

d. Whose annual family income does not exceed Rs. 50,000/- per annum. For the purpose of this clause, "family" shall be as per record of the Gram Panchayat on the date of advertisement .The income certificate must be certified/countersigned by an officer not below the rank of Naib Tehsildar/Tehsildar/Executive Magistrate.

e. Where, after merging a standalone Crèche with the nearest Anganwadi Centre, the Crèche helpers are providing services uninterruptedly during FY 2025-26, for such canters no fresh recruitment shall be made. The existing Crèche helper shall continue on a co-terminus basis under Palna scheme of Mission Shakti and be governed by these guidelines.

f. Crèche helpers shall be appointed on a co-terminus basis as per Mission Shakti guidelines.

**5. Advertisement of Vacancies**

The vacancies of Crèche Workers and Crèche Helpers shall be notified by the Child Development Project Officer (CDPO) of the area through Newspapers, electronic media and notice board of Anganwadi centre. Publicity of vacancies shall also be made through ICDS Supervisors/Chairman Panchayat Samiti/Members Panchayat Samiti/Pradhan Gram Panchayat/Secretary Notified Area of Committee/Municipal Committee (in case of Urban Anganwadi-*cum*-Crèche Centres)/ Mahila Mandal/ members residing in the Anganwadi area/feeder area. A minimum period of 20 days shall be given for submission of applications by the candidates, and screening shall be done within 10 days from the last date of receipt of applications.

The list of feeder areas (Sub-Villages) of the concerned Crèche Centres shall be displayed on the notice boards of the Ward/Panchayat/Anganwadi Centres, etc., to ensure transparency and wide publicity and to enable eligible candidates to apply for the posts/vacancies.

**Where the post of Crèche Worker has fallen vacant due to any reason and the matter is not subjudice, 10+2 pass Crèche Helper of that AWC shall be given first opportunity to be appointed as Crèche Worker on her request, with the prior approval of District Program Officer.**

**6. Applications**

The desirous candidates will have to apply on plain paper to the Child Development Project Officer (CDPO) concerned and receipts will be given to all the applicants by the O/o CDPO. The applicants will be required to bring the testimonials/certificates on the day of screening, which will be screened by the Selection Committee and the applicants having the requisite documents/testimonials will be eligible to appear for the screening. However, the Selection Committee will give remarks about non-eligibility of the candidates to be recorded on the merit list in remarks column.

**7. (a) Marks for Crèche Worker:**

Selection shall be based on merit out of the Total Marks 25.Marks will be awarded as follows:—

| Sl. No. | Criteria | Marks | Remarks |
|---|---|---|---|
| | Educational Qualification | Maximum Marks11 | |
| A | Percentage of marks in 10+2 | Maximum up to 10 Marks | 10 Marks on the basis of percentage of 12th is to be awarded on a prorata basis. For example a candidate having 55% in 12th Class will be awarded 5.5 marks out of maximum 10 marks. In case the requirement is being made on the basis of relaxed educational qualification then the marks will be given on the basis of percentage of marks in 10th Class pro-rata basis. |
| | Higher Educational Qualification (Graduate & above) | 01 Mark | 01 Mark will be awarded to a candidate having higher educational |

| | | | |
|---|---|---|---|
| | | | qualification (Graduate) |
| B | **Experience**<br><br>Experience as Anganwadi Helper or Aya of Specialized Adoption Agency or Aya of Child Care Institute or Aya of Government Pre-Primary School | Maximum Marks 3<br>1 mark per year | Subject to a maximum of 3 marks |
| C | Orphan / Abandoned / Surrendered Women | 02 | |
| D | SC/ST/ OBC Candidates | 02 | |
| E | State Home Inmates / Balika Ashram Inmates Widows / Destitute / Divorcees / Married women whose husbands are untraceable for the last 7 years Women deserted by husbands and living with parents | 02 | |
| F | i) Unmarried girl belonging to a family having up to two daughters without any male issue at the time of advertisement<br><br>OR<br><br>(ii) Married woman having up to two daughters without any male issue at the time of advertisement | 02 | Either of the two |
| G | Personal Interview | 03 | |
| | **Total Marks:** | **25 Marks** | |

**(b) Marks for Crèche Helper:**

Selection shall be based on merit out of the total marks of 25. Marks will be awarded as follows:—

| Sl. No | Criteria | Marks | Remarks |
|---|---|---|---|
| A | **Educational Qualification** | **Maximum 11 Marks** | |
| | Percentage of marks in 10th | Maximum up to 10 Marks | 10 Marks on the basis of percentage of 10th is to be awarded on a prorata basis. For example a candidate having |

| | | | |
|---|---|---|---|
| | | | 55% in 10th class will be awarded 5.5 marks out of maximum 10 marks. In case the requirement is being made on the basis of relaxed educational qualification then the marks will be given on the basis of percentage of marks in 7th class prorata basis. |
| | Higher Educational Qualification (12th & Above) | 01 Mark | 01 Mark will be awarded to interviewee having higher educational qualification (12th & Above). |
| B | **Experience**<br><br>Experience as Anganwadi Helper or Aya of Specialized Adoption Agency or Aya of Child Care Institute or Aya of Government Pre-Primary School | **Maximum 3 Marks**<br><br>1 mark per year | Subject to a maximum of 3 marks |
| C | Orphan / Abandoned / Surrendered Women | 02 | |
| D | SC/ST/ OBC Candidates | 02 | |
| E | State Home Inmates / Balika Ashram Inmates Widows/ Destitute / Divorcees / Married women whose husbands are untraceable for the last 7 years / Women deserted by husbands and living with parents. | 02 | |
| F | (i) Unmarried girl belonging to a family having up to two daughters without any male issue at the time of advertisement<br><br>OR | 02 | Either of the two |

| | | | |
|---|---|---|---|
| | (ii) Married woman having up to two daughters without any male issue at the time of advertisement | | |
| G | Personal Interview | 03 | |
| | **Total Marks:** | **25 Marks** | |

**8. Finalization & Declaration of result**

The result will be declared by the Selection Committee on the same day after completion of all screening/Interview of the candidates who appeared before the selection committee. The copy of 'Declaration of Result' will be pasted on the notice board of the SDM and CDPO. Where ever possible the SDM shall also publish the result through electronic media or on official website of the office of WCD.

**9. Appointment Orders**

On the basis of the result, engagement of the selected Crèche Worker and Crèche Helper shall be done by the concerned Child Development Project Officer (CDPO) within a week of declaration of the result.

**10. Waiting list**

For every selected/engaged candidate, one candidate who is next in merit shall be kept in waiting. This waiting list will be valid for 6 months after the selection process is over. Candidate kept in waiting may be engaged if the selected candidate does not join or leaves the job within 6 months of engagement. In the eventuality of any Court cases, this waiting list will be valid for a period of 45 days after final order is passed by the Hon'ble Court in the matter.

**11. Appeal against selection**

i. First and final appeal by any aggrieved candidate can be made to the concerned Deputy Commissioner within 45 days from the date of appointment; however, the Deputy Commissioner may delegate the power to ADM/ADC.

ii. Deputy Commissioner/ADM/ADC shall be the competent Authority for condonation of delay up to 15 days only in filing appeal.

iii. Second Appeal against the order of first Appellate Authority shall be with Director Women and Child Development; however, the Director may delegate the power to decide the second appeal to Additional Director/Joint Director (Admin) in case the first appeal has been heard by ADM/ADC.

iv. A separate register of appeals relating to the appointment of Crèche Workers and Helpers shall be maintained by the Child Development Project Officers (CDPO) in which event wise entry will be done.

**Part-II: Terms and Conditions of Service**

**1. Duties**

(As per Mission Shakti Guidelines and Standard Operating Procedure for Crèche)

**i. Duties of Anganwadi Worker**

Anganwadi worker is the over all incharge of crèche. She should give sufficient time for Crèche. If any Crèche is not at the same location she should have daily visit and must spend sufficient time in their linked Crèche Centre. She should also maintain/monitor the registers like records of children's attendance, asset, inspection etc. as directed by State. The State may decide the roster duty as per requirement. All other responsibility of Anganwadi worker as prescribed in guidelines of Saksham Anganwadi & POSHAN 2.0 and Mission Shakti (Palna) are also applicable.

**ii. Duties of Anganwadi Helper**

Anganwadi helper will also assist to run the Crèche properly. She should give sufficient time for Crèche. If any Crèche is not at the same locations she should have daily visit and must spend sufficient time in their linked Crèche Centre. The State may decide the roster duty as per requirement. All other responsibilities of Anganwadi helper as prescribed in guidelines of Saksham Anganwadi & POSHAN 2.0 and Mission Shakti (Palna) are also applicable.

**iii. Duties of Crèche Worker**

(a) Under supervision of Anganwadi worker, Crèche worker should perform the following duties:

i. To provide nurturing care to the children in the Crèche.

ii. To maintain/monitor records of children's attendance and bring to the notice of parents and supervisor any irregularity in attendance.

iii. To liaise with Crèche committee, parents and community leaders and solicit their support and incorporate their suggestions and recommendations in the functioning of the Crèches as per Mission Shakti Guidelines and Standard Operating Procedure for Crèche.

iv. To create awareness about better child care in the community.

(b) Care and safety of children attending the Crèche

i. Provide proper arrangements for sleep and rest of children.

ii. Ensure personal hygiene.

iii. Inculcate proper toilet habits and toilet training

iv. Facilitate regular health check-ups and referrals in liaison with Asha/AWWs/ Primary Health Centre (PHC)/AWC.

v. Ensure that the food is hygienically and age appropriately cooked, stored/preserved and fed to the children at appropriate intervals.

vi. Follow all laid out safety procedures for taking/handing over the child and *w.r.t.* quality of toys and other materials given to the children.

c) Health & Nutrition

i. Feed supplementary meals and snacks as per schedule to all Crèche children, including extra diet to identified malnourished children.

ii. Monitor appropriate growth of children on monthly basis with the help of supervisor and bring to the notice of the doctor about any issues.

iii. Maintain growth monitoring and health records of children. Identify any specific ailments/abnormalities in children and bring to the notice of supervisor.

iv. Administer medicines prescribed by the visiting doctor and monitor improvement of children.

v. To maintain first aid kits and ensure that expired medicines are not used

vi. To ensure that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

d) Age-appropriate stimulation for all children

i. Plan, organize and carry out age-appropriate developmental activities as per schedule and create toys/TLM as per need.

ii. Keep track of each child's developmental milestones

iii. Bring to the notice of supervisor, any child with special needs

iv. Interact closely and regularly with parents to discuss children's individual special care and support parents in their efforts to address them.

v. To prepare low cost, environment friendly, culturally embedded, and developmentally appropriate play materials for children.

vi. To ensure that toys and equipment/play materials are well stocked/available for children, routinely cleaned and properly maintained.

e) Hygiene

i. Keep the crèche area clean and the Crèche table organized as per the systems.

ii. Keep the children clean, change wet nappies regularly, wipe noses etc.

iii. Ensure the availability of adequate clean towels and handkerchiefs/cloths for each child.

iv. Follow systems for cleanliness before and after meals

v. Follow all other systems laid down by the management to ensure a clean environment for the children.

vi. Ensure cleanliness in the area around the Crèche

f) Participation of parents in their child's growth/learning/hygiene, etc.

i. Interact with parents to understand the child's background and history. Motivate them for ensuring regular attendance.

ii. Educate them on the importance of health, hygiene, education, etc. and update them on their child's progress in all aspects.

iii. Bring to their notice any problems related to their child

iv. Interact closely and regularly with parents under the responsive parenting programme through parent group meetings, home visits and community events etc. to discuss children's individual needs and abilities, enhance knowledge of childcare and parenting skills of the parents and support parents in their efforts to address their children's issues as need be.

g) Maintaining records and following systems

i. Prepare and submit to supervisor periodical assessment report of Crèche children.

ii. Adhere to quality standards as per Crèche guidelines Safety, Health & Hygiene, Nutrition & Learning.

iii. As team member of the Centre, carry out all the tasks assigned by the supervisor as per schedule preparation of food, organizing for doctor's visit, etc.

iv. To ensure availability of adequate ration at the Centre by informing the Crèche supervisor about the requirement of rations and other logistics, maintain inventory and proper storage and refer to the meal plan.

v. To share responsibilities with Crèche helper for executing their day-to-day activities.

vi. To report routinely to the Crèche supervisors and in case of emergency report immediately.

vii. Coordination with District Administration for reporting

**iv. Duties of Crèche Helper**

a) Job description of Crèche Helper

i. Palna helper would be responsible for providing assistance to the Crèche worker. She will work closely with the Crèche worker in conducting daily activities.

ii. Helper must possess a passion for children and exercise patience with them

iii. Helper should have a friendly and positive attitude and greet parents

iv. Helper should call the children by their name and do not label any child

v. Helper should constantly monitor and supervise the children to ensure their safety as per Mission Shakti Guidelines and Standard Operating Procedure for Crèche.

b) Ensuring safety of children

i. Supervise/observe children at the centre constantly

ii. Alerting the Crèche worker in emergencies

iii. Support/Assist Crèche worker in conducting play activities, indoor or outdoor/playground activities.

iv. To keep personal hygiene of every child and keep washrooms clean, help for toilet training.

v. Follow all the safety protocols as per Crèche guidelines to ensure children's safety at any point of time.

c) Health & Nutrition

i. To cook and serve food/meals as per menu and provide extra diet to identified malnourished children in supervision of Crèche workers.

ii. Assist Crèche workers in serving meals to children

iii. To assist Crèche workers while conducting growth monitoring of children on monthly basis; arrange equipment, health cards, record register etc.

iv. To ensure all preparations for doctor's visit and health check-ups

v. Provide support to Crèche workers so that child gets medicine on time, also attend to any minor injuries of the child, wherever required.

d) Assistance in conducting age-appropriate stimulation activities

i. To keep and organize required material/TLM for Crèche worker to carry out age appropriate developmental activities as per schedule and restore toys/TLM as per need.

ii. Conduct simple activities with infants and toddlers, when required

iii. Support Crèche worker to keep track of each child's developmental milestones.

iv. Assist Crèche worker in making low cost, culturally embedded environment friendly and developmentally appropriate play material for children.

v. To keep all toys and equipment/play materials clean on regularly as available for children, and properly maintained.

e) Hygiene

i. To keep Crèche premises and surroundings clean. Maintain thorough cleanliness of the Crèche through daily sweeping, mopping and dusting and weekly sanitization of the play material and the Crèche premises (including pest control etc.).

ii. Arrange water drinking/storage, if required

iii. To keep the cleanliness of all children and change wet nappies regularly, wipe noses, etc.

iv. To keep utensils, towels, bed sheets and handkerchiefs/cloths etc. washed and clean after every day and wash mattresses/ durries on weekly basis.

v. To keep cleanliness of the center before and after serving of every meal

vi. To keep and ensure a clean environment for the children

vii. To keep lavatories and toilet areas clean

f) Participation of parents in their child's growth/learning/hygiene, etc.

i. To bring children to the center and drop them back home, if needed and motivate parents to send children on regular basis.

ii. Assist Crèche worker in organizing parent group meetings, community events and conducting home visits.

The Crèche Workers and Helpers will be responsible to perform all duties/responsibilities related to Women Empowerment Programme, as per Standard Operating Procedure of Palna under Mission Shakti and instructions issued by the Centre and State Government from time to time.

**2. Training**

The crèches should not only provide custodial care to children but also contribute to the overall development of the child. It needs to be fully recognized that running of a crèche is not an unskilled job but requires proper and appropriate training. Training of Trainers (TOT) may be conducted by NIPCCD on request from State Government. A training module prepared by NIPCCD shall be used for providing training to every crèche worker and helper after their appointment to orient them to provide better day care services and to build up child friendly environment in the Crèche Centre. Regular refresher training once in every two years is mandatory for both worker and helper which the State Government will undertake from its own resources. The worker will have to undergo job training within one year from the date of joining as worker. If she fails to under go job training within the stipulated period, her engagement will be cancelled. If any worker fails twice in job training she will have to undergo job training from her own expenses (As per Mission Shakti Guidelines and Standard Operating Procedure for Crèche).

**3. Leave**

The Crèche Workers / Helpers shall be entitled for leave as per guidelines issued by the Government of India from time to time.

**4. Monitoring of Crèches**

a. State Nodal Officer (SNO) to be nominated for Palna scheme

b. At State Level, a dedicated PMU, Mission Shakti State Hub for Empowerment of Women (SHEW) will work for all Palna related convergence/coordination with Central PMU as well.

c. As Districts' PMU, Monthly review meeting to be conducted under the chairmanship of DSM/DC where in Officers of Palna, ICDS, POSHAN, Health, Education and others as decided by District Magistrate/District Commissioner. Presence of one member from Police should also be ensured.

d. However regular review will also be conducted at each level as per requirement

e. Officers in charge of the Women and Child Development Department (DPO/DWO/DCPO etc.) should ensure that monthly meeting to be conducted.

**5. Transfer/Adjustment of the crèches Workers/ Helpers**

Under Palna Scheme there is no provision of transfer of crèches Workers/ Helpers as they are honorary workers. However, only in case of Marriage/ Divorce of crèches Workers/ Helpers some adjustments/Transfer can be done as follows only once in a life time:—

a. Subject to the condition that if a vacancy exists/arises at the place of her husband's normal place of residence/place of marriage or within the Panchayat area concerned, she can be adjusted on her request made within 30 days from date of vacancy arising or date of marriage as the case may be.

b. Divorced/destitute women living with their parents in crèches area, but working at the place of marriage can be transferred to the place of Anganwadi-*cum*-Crèche falling in the parental area or within the Panchayat area in a similar manner subject to the availability of vacancy.

District Program Officers will be competent authority to order transfer/adjustment of Anganwadi-*cum*-crèche workers/Helpers within the District. Outside District transfers will be done with the approval of Director, Women and Child Development.

**6. Resignation**

a. In case of permanent shifting of the crèche Workers or crèche Helper from crèche area due to her marriage or otherwise, and if there is disruption in the delivery of services she will have to resign within a month. In case she does not resign her services will be terminated.

b. The crèches Worker/Helper will submit her resignation to the Child Development Project Officer and an opportunity of 15 days be given to the crèche Worker/ Helper for her final decision about her resignation. CDPO concerned shall be the competent authority to accept the resignation under intimation to concerned District Programme Officer.

c. Once the resignation is accepted by the concerned CDPO the same shall not be revocable.

**7. Age of retirement**

All the Crèche Workers/Helpers will be appointed coterminous with the Mission Shakti guideline and they shall not claim any regular appointment or other benefits as applicable to the regular Government employee of the State. If the Mission Shakti Guideline of Government of India allows them on coterminous basis uninterruptedly then they shall be superannuated uniformly on 30 April of each year, after attaining the age of 60 years. The Superannuation orders will be issued by the concerned Child Development Project Officer.

**8. Removal**

Crèche Worker/ Helper are honorary workers. For any act of misconduct, misbehaviour, or disruption of services and for non-performance of her duties upto 15 days, the services of an crèches Worker/Helper shall be terminated after serving a Notice, citing reasons to be recorded in writing. The termination order will be issued by the concerned Child Development Project Officer with the prior approval of Director Women and Child Development, Himachal Pradesh.

(List of misconduct is attached at Annexure-I)

**9. Right to claim Regular Appointment**

The candidate engaged as crèche Worker/ Helper shall have no right to claim regularization/absorption/ appointment as regular Govt. employee of the State Government.

**10. Right of amendments**

The Government of Himachal Pradesh shall have the right to amend any of the provisions mentioned in the above guideline in the public interest.

**11. Repeal**

All previous instructions/guidelines issued regarding appointment of crèche Workers/Helpers will stand repealed from the date of publication of above guide.

**12. Cancellation of Appointment**

If the appointed crèche Workers/Helpers found ineligible as per point 3 of Part I of these guidelines at any stage of service, her appointment shall be cancelled by the concerned CDPO.

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ANNEXURE –I

**List of Misconduct** The following acts, conduct and commissions of an crèche worker and crèche helper amount to misconduct :—

1. If the act of conduct is prejudicial or likely to be prejudicial to the interests of her superior or to the reputation of the superior/higher authorities.

2. If the act or conduct is inconsistent or incompatible with due or peaceful discharge of her duty to her superior.

3. If the act or conduct makes it unsafe for employer to retain her in service

4. If the act or conduct is so grossly immoral that all reasonable persons will say that the crèches Workers/ crèches Helpers cannot be trusted.

5. If the act or conduct is such that superior cannot rely on the faithfulness of her

6. If the act or conduct is such as to open before her temptations for not discharging her duty properly.

7. If she is abusive or if she disturbs the peace at the place of her employment

8. If she is insulting and insubordinate to such a degree as to be incompatible with the Continuance of superior and subordinate.

9. If she is habitually negligent in respect of the duties for which she is engaged

10. If the neglect of her, though isolated, tends to cause serious consequences

11. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.

12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the government business or property.

13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the previsions of any law, or rule having the force of law.

14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.

15. Riotous and disorderly behaviour during and after the Anganwadi Centre hours or in Anganwadi-*cum*-Crèche premises.

16. Habitual late attendance

17. Negligence or neglect of work or duty amounting to misconduct habitual negligence or neglect of work.

18. Habitual absence without permission and overstaying leave.

19. Conviction by a Criminal Court.

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**SETTLEMENT DEPARTMENT, KANGRA AT DHARAMSHALA (H.P.)**

Settlement Officer, Kangra Division at Dharamshala, Contact No. 01892-222443
e-mail:settledsala-hp@nic.in

CORRIGENDUM

*Dated the 13th February, 2026*

**No. KGS/Final Land Revenue Assessment/ HPP/-2025-26/692-93.—**In the Notification of this department, No. KGS/Assessment/2026-512, dated 2nd February, 2026, published in the e-Gazette on dated 05-02-2026, in Para XII, Conclusion, at Page No. 56 in the line 6, for

"published", may be read as "published and announced"; and in the line 1, at Page No. 57, for "Rule 17(2)" be read as "Section 54(2) of the H.P. Land Revenue Act, 1954 and Rule 17(2) and 18".

By order,

Sd/-
(SANDEEP KUMAR, I.A.S.),
*Settlement Officer*-cum-*Revenue, Officer-in-charge (Spl. Assessment), Kangra Division at Dharamshala.*

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**ब अदालत सहायक समाहर्ता प्रथम श्रेणी, डलहौजी, जिला चम्बा (हि0 प्र0)**

श्री पवन कुमार पुत्र श्री परस राम पुत्र रिडो, निवासी ककियाना, डाकघर शेरपुर, तहसील डलहौजी, हिमाचल प्रदेश।

बनाम

आम जनता

विषय.––प्रार्थना–पत्र बराये नाम दुरुस्ती बारा इश्तहार।

उपरोक्त प्रार्थी ने अधोहस्ताक्षरी की अदालत में प्रार्थना–पत्र, अन्य कागजात सहित इस आशय के साथ गुजारा है कि उसके पिता का सही नाम श्री परस राम पुत्र रिडो है। परिवार नकल ग्राम पंचायत शेरपुर में सही दर्ज है, लेकिन उनकी मलकीयती भूमि मुहाल ककियाना व पटवार वृत्त मनोला में उनके पिता का नाम श्री परसो पुत्र रिडो दर्ज है, जोकि गलत है। जिसकी दुरुस्ती की जावे।

इस सम्बन्ध में सर्वसाधारण जनता को बजरिया इश्तहार सूचित किया जाता है कि प्रार्थी के पिता के नाम की दुरुस्ती बारे यदि किसी को कोई उजर / एतराज हो तो वह असालतन या वकालतन अधोहस्ताक्षरी की अदालत में दिनांक 05–03–2026 को या इससे पूर्व हाजिर आकर अपना एतराज दर्ज करवा सकता है। हाजिर न आने की सूरत में एकतरफा कार्यवाही अमल में लाई जा करके नाम दुरुस्ती के आदेश दे दिये जाएगें।

आज दिनांक 05–02–2026 को मेरे हस्ताक्षर व मोहर अदालत से जारी हुआ।

मोहर।

हस्ताक्षरित / –
सहायक समाहर्ता प्रथम श्रेणी,
डलहौजी, जिला चम्बा (हि0प्र0)।

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**ब अदालत सहायक समाहर्ता प्रथम श्रेणी, डलहौजी, जिला चम्बा (हि0 प्र0)**

श्री चमन सिंह पुत्र श्री बावू राम पुत्र जगतो, निवासी देवीदेहरा, तहसील डलहौजी, हिमाचल प्रदेश

बनाम

आम जनता

विषय.––प्रार्थना–पत्र बराये नाम दुरुस्ती बारा इश्तहार।

उपरोक्त प्रार्थी ने अधोहस्ताक्षरी की अदालत में प्रार्थना–पत्र, अन्य कागजात इस आशय के साथ गुजारा है कि उसके पिता का सही नाम श्री बावू राम पुत्र जगतो है। परिवार नकल ग्राम पंचायत औसल में सही दर्ज है, लेकिन उनकी मलकीयती भूमि मुहाल सेर व पटवार वृत्त भटोली में उनके पिता का नाम श्री चाडू उर्फ बावू पुत्र जगतो दर्ज है, जोकि गलत है। जिसकी दुरुस्ती की जावे।

इस सम्बन्ध में सर्वसाधारण जनता को बजरिया इश्तहार सूचित किया जाता है कि प्रार्थी के पिता के नाम की दुरुस्ती बारे यदि किसी को कोई उजर / एतराज हो तो वह असालतन या वकालतन अधोहस्ताक्षरी की अदालत में दिनांक 02–03–2026 को या इससे पूर्व हाजिर आकर अपना एतराज दर्ज करवा सकता है। हाजिर न आने की सूरत में एकतरफा कार्यवाही अमल में लाई जा करके नाम दुरुस्ती के आदेश दे दिये जाएंगे।

आज दिनांक 03–02–2026 को मेरे हस्ताक्षर व मोहर अदालत से जारी हुआ।

मोहर। हस्ताक्षरित / –
सहायक समाहर्ता प्रथम श्रेणी,
डलहौजी, जिला चम्बा (हि0प्र0)।

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**ब अदालत सहायक समाहर्ता प्रथम श्रेणी, डलहौजी, जिला चम्बा (हि0 प्र0)**

श्री चमन लाल पुत्र श्री जगदीश कुमार पुत्र चतरो राम, निवासी दरला, डाकघर बगडार, तहसील डलहौजी, हिमाचल प्रदेश।

बनाम

आम जनता

विषय.––प्रार्थना–पत्र बराये नाम दुरुस्ती बारा इश्तहार।

उपरोक्त प्रार्थी ने अधोहस्ताक्षरी की अदालत में प्रार्थना–पत्र, अन्य कागजात इस आशय के साथ गुजारा है कि उसके पिता का सही नाम श्री जगदीश चन्द पुत्र चतरो राम है। परिवार नकल ग्राम पंचायत नगाली में सही दर्ज है, लेकिन उनकी मलकीयती भूमि मुहाल जनोली व पटवार वृत्त समलेउ में उनके पिता का नाम श्री जगदीश कुमार पुत्र चतरो राम दर्ज है, जोकि गलत है। जिसकी दुरुस्ती की जावे।

इस सम्बन्ध में सर्वसाधारण जनता को बजरिया इश्तहार सूचित किया जाता है कि प्रार्थी के पिता के नाम की दुरुस्ती बारे यदि किसी को कोई उजर / एतराज हो तो वह असालतन या वकालतन अधोहस्ताक्षरी की अदालत में दिनांक 02–03–2026 को या इससे पूर्व हाजिर आकर अपना एतराज दर्ज करवा सकता है। हाजिर न आने की सूरत में एकतरफा कार्यवाही अमल में लाई जा करके नाम दुरुस्ती के आदेश दे दिये जाएंगे।

आज दिनांक 03–02–2026 को मेरे हस्ताक्षर व मोहर अदालत से जारी हुआ।

मोहर। हस्ताक्षरित / –
सहायक समाहर्ता प्रथम श्रेणी,
डलहौजी, जिला चम्बा (हि0प्र0)।

**ब अदालत सहायक समाहर्ता प्रथम श्रेणी, डलहौजी, जिला चम्बा (हि0 प्र0)**

श्री मुलख राज पुत्र श्री सुन्दर पुत्र श्री मुत्लवी, निवासी रेह भटोली, डाकघर बाथरी, तहसील डलहौजी, हिमाचल प्रदेश।

बनाम

आम जनता

विषय.––प्रार्थना–पत्र बराये नाम दुरुस्ती बारा इश्तहार।

उपरोक्त प्रार्थी ने अधोहस्ताक्षरी की अदालत में प्रार्थना–पत्र, अन्य कागजात इस आशय के साथ गुजारा है कि उसका सही नाम श्री मुलख राज पुत्र श्री सुन्दर पुत्र मुत्लवी है। परिवार नकल ग्राम पंचायत ओसल में सही दर्ज है, लेकिन उनकी मलकीयती भूमि मुहाल भटोली व पटवार वृत्त भटोली में उनका नाम श्री मुलख पुत्र सुन्दर पुत्र मुत्लवी दर्ज है, जोकि गलत है। जिसकी दुरुस्ती की जावे।

इस सम्बन्ध में सर्वसाधारण जनता को बजरिया इश्तहार सूचित किया जाता है कि प्रार्थी के नाम की दुरुस्ती बारे यदि किसी को कोई उजर / एतराज हो तो वह असालतन या वकालतन अधोहस्ताक्षरी की अदालत में दिनांक 05–03–2026 को या इससे पूर्व हाजिर आकर अपना एतराज दर्ज करवा सकता है। हाजिर न आने की सूरत में एकतरफा कार्यवाही अमल में लाई जा करके नाम दुरुस्ती के आदेश दे दिये जाएंगे।

आज दिनांक 04–02–2026 को मेरे हस्ताक्षर व मोहर अदालत से जारी हुआ।

मोहर।

हस्ताक्षरित / –
सहायक समाहर्ता प्रथम श्रेणी,
डलहौजी, जिला चम्बा (हि0प्र0)।

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**In the Court of Marriage Officer-cum-Sub-Divisional Magistrate, Bhoranj, District Hamirpur (H.P.)**

1. Sh. Ashok Kumar s/o Sh. Bichitar Singh, Village Bhanori, P.O. Attra, Tehsil Nurpur, District Kangra, aged 41 years old.

2. Uma Kumari d/o Brij Lal, Village Dadu, P.O. Baroh, Tehsil Bhoranj, Distt. Hamirpur, aged 43 years old.

*Versus*

General Public

Sh. Ashok Kumar s/o Sh. Bichitar Singh, Village Bhanori, P.O. Attra, Tehsil Nurpur, District Kangra & Uma Kumari d/o Brij Lal, Village Dadu, P.O. Baroh, Tehsil Bhoranj, Distt. Hamirpur have filed an application alongwith affidavits in this court under section 16 of Special Marriage Act, 1954 (Central Act) (as amended by the Marriage laws amendment by Act 01, 49 of 2001) that they have solemnized their marriage ceremony on dated 26-11-2025 at Awah Devi Mata Mandir, Tehsil Bhoranj, Distt. Hamirpur as per Hindu rites and customs and they are living

together as husband and wife since then. Hence their marriage may be registered under Special Marriage Act, 1954.

Therefore, the general public is hereby informed through this notice that any person who has any objection regarding this marriage can file the objections personally or in writing before this court on or before 16-02-2026. After that no objection will be entertained and marriage will be registered accordingly.

Issued today on 16-01-2026 under my hand and seal of the Court.

Seal. Sd/-

*Marriage Officer*-cum-*Sub-Divisional Magistrate,*
*Bhoranj, Distt. Hamirpur (H.P.).*

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**ब अदालत उप–मण्डल दण्डाधिकारी भोरंज, जिला हमीरपुर (हि0प्र0)**

उर्मिला कुमारी पुत्री स्व0 मिलखी राम, गांव झण्डवीं ब्राहमणा, डा0 लुदर महादेव, तहसील भोरंज, जिला हमीरपुर हाल विधवा श्री लौहका राम पुत्र श्री हरू राम, गांव व डा0 ककड़ोट, तहसील भोरंज, जिला हमीरपुर, हि0प्र0 ..... प्रार्थिया।

बनाम

आम जनता ..... प्रतिवादी।

विषय.–विवाह पंजीकरण अधीन धारा 8(4) विवाह पंजीकरण अधिनियम, 1996 के अधीन दर्ज करवाने बारे।

उपरोक्त विषय के सन्दर्भ में उर्मिला कुमारी ने दिनांक 29–01–2026 को आवेदन प्रस्तुत किया है कि उन्होंने दिनांक 15–11–1969 को लौहका राम पुत्र श्री हरू राम, गांव व डा0 ककड़ोट, तहसील भोरंज, जिला हमीरपुर के साथ में हिन्दू रीति–रिवाजों के अनुसार विवाह किया है लेकिन किसी कारणवश यह ग्राम पंचायत भलवानी, तहसील भोरंज में दर्ज नहीं हो सका। प्रार्थिया अब इस विवाह को ग्राम पंचायत भलवानी में दर्ज करवाना चाहती है।

अतः इस इश्तहार द्वारा आम जनता को सूचित किया जाता है कि इस विवाह पंजीकरण बारे किसी को कोई उजर / एतराज हो तो वह असालतन / वकालतन हाजिर होकर दिनांक 13–03–2026 तक एतराज पेश कर सकता है। हाजिर न आने की सूरत में एकतरफा कार्यवाही अमल में लाई जाकर आगामी कार्यवाही की जाएगी। उसके बाद का उजर जेरे समायत न होगा।

आज दिनांक 30–01–2026 को मेरे हस्ताक्षर व मोहर अदालत से जारी हुआ।

मोहर। हस्ताक्षरित / –
उप–मण्डल दण्डाधिकारी,
भोरंज, जिला हमीरपुर (हि0प्र0)।

**कार्यालय कार्यकारी दण्डाधिकारी एवं तहसीलदार, पधर, जिला मण्डी (हि0प्र0)**

श्रीमती शकुतंला पुत्री माया राम, गांव बडगाव, डाकघर द्रंग, तहसील पधर, जिला मण्डी ... प्रार्थिया।

बनाम

आम जनता ... प्रत्यार्थी।

विषय.––दरख्वास्त जेर धारा 13(3) जन्म एवं मृत्यु पंजीकरण अधिनियम, 1969.

श्रीमती शकुतंला पुत्री माया राम, गांव बडगाव, डाकघर द्रंग, तहसील पधर, जिला मण्डी ने इस अदालत में प्रार्थना–पत्र मय शपथ–पत्र गुजारा है कि प्रार्थिया श्रीमती शकुतंला पुत्री माया राम का जन्म दिनांक 01–07–1954 को हुआ है, जिसका इन्द्राज ग्राम पंचायत पाली, तहसील पधर, जिला मण्डी, हि0 प्र0 में अज्ञानतावश दर्ज नहीं करवाया है।

अतः इस इश्तहार द्वारा आम व खास को सूचित किया जाता है कि यदि किसी को उक्त व्यक्ति की जन्म तिथि पंचायत रिकार्ड में दर्ज करने बारे कोई एतराज हो तो वह दिनांक 06–03–2026 को या इससे पूर्व अदालत में हाजिर होकर अपना एतराज पेश कर सकता है अन्यथा कोई एतराज प्राप्त न होने की सूरत में सम्बन्धित सचिव, ग्राम पंचायत पाली को उक्त प्रार्थिया की जन्म तिथि दर्ज करने बारे आदेश जारी कर दिये जायेंगे।

आज दिनांक 27–01–2026 को मेरे हस्ताक्षर व मोहर अदालत से जारी हुआ।

मोहर। हस्ताक्षरित / –
कार्यकारी दण्डाधिकारी एवं तहसीलदार,
पधर, जिला मण्डी (हि0प्र0)।

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**CHANGE OF NAME**

I, Shyam Singh s/o Sh. Dulla Ram, r/o Village Lihat, P.O. Sari, Tehsil Chopal, Distt. Shimla (H.P.) declare that I have changed my daughter's name from Bebuthi (Previous Name) to Vibhuti (New Name). All concerned please may note.

SHYAM SINGH
*s/o Sh. Dulla Ram,*
*r/o Village Lihat, P.O. Sari,*
*Tehsil Chopal, Distt. Shimla (H.P.).*

———————

**CORRECTION OF NAME**

I, Nirmala Kumari w/o Late Sh. Tula Ram, r/o Village Banaha, Mohal Shirat Siyuli, P.O. Banah Ki Ser, Tehsil Pachhad, Distt. Sirmaur (H.P.) declare that my correct name is Nirmala Kumari, but it has been wrongly recorded as Nirmla Devi in my Aadhar Card No. 2957 5551 5352. This may please be corrected to Nirmala Kumari. Concerned authorities please may note.

NIRMALA KUMARI
*w/o Late Sh. Tula Ram,*
*r/o Village Banaha, Mohal Shirat Siyuli,*
*P.O. Banah Ki Ser, Tehsil Pachhad,*
*Distt. Sirmaur (H.P.).*

**CHANGE OF NAME**

I, Yash Pal s/o Bhagat Ram, r/o Village Dhar Brahmana, Tehsil Arki, Distt. Solan (H.P.) declare that I have changed my minor daughter's name from Moxita to Mokshita Sharma.

YASH PAL
*s/o Bhagat Ram,*
*r/o Village Dhar Brahmana,*
*Tehsil Arki, Distt. Solan (H.P.).*

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**CHANGE OF NAME**

I, Vandna Sharma w/o Saurav Ramdev, r/o B-450/1, Sector-4, Amar Shanti Kunj, Near DAV School, New Shimla (H.P.) declare that I have changed my son's name from Shivansh Ramdev to Shivansh R. Sharma. All concerned please may note.

VANDNA SHARMA
*w/o Saurav Ramdev,*
*r/o B-450/1, Sector-4, Amar Shanti Kunj,*
*Near DAV School, New Shimla (H.P.).*

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**CORRECTION OF NAME**

I, Radha Devi w/o Nitin, r/o Kot, P.O. & Tehsil Kais, Karsog, Distt. Mandi (H.P.) do hereby declare that my daughter's name in her Adhar Card is wrongly entered as Anya, whereas her correct name is Aanya. All concerned please may note.

RADHA DEVI
*w/o Nitin,*
*r/o Kot, P.O. & Tehsil Kais,*
*Karsog, Distt. Mandi (H.P.).*

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**CORRECTION OF NAME**

I, Tej Ram s/o Sh. Amru Ram, r/o Village Malao, P.O. Shorshan, Tehsil Karsog, Distt. Mandi (H.P.) declare that my daughter's name in her Adhar Card is wrongly entered as Kirana Kumari, whereas her correct name is Kiran Kumari. Concerned note.

TEJ RAM
*s/o Sh. Amru Ram,*
*r/o Village Malao, P.O. Shorshan,*
*Tehsil Karsog, Distt. Mandi (H.P.).*

## CHANGE OF NAME

I, Raju s/o Sh. Chamel Singh, r/o Vill. Kharad, P.O. Jamu, Teh. Dadahu, Distt. Sirmaur (H.P.) declare that I have changed my sons's name from Amith Chuhan to Amit Chauhan for correction in his Aadhar Card 3569 2549 8227. All concerned please may note.

RAJU
*s/o Sh. Chamel Singh,*
*r/o Vill. Kharad,*
*P.O. Jamu, Teh. Dadahu,*
*Distt. Sirmaur (H.P.).*

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## CHANGE OF NAME

I, Raju s/o Sh. Chamel Singh, r/o Village Kharad, P.O. Jamu, Tehsil Dadahu, Distt. Sirmaur (H.P.) declare that I have changed the name of my daughter from Nandini Kumari to Nandni Kumari for correction in her Aadhar Card 9023 0493 1646. All concerned please may note.

RAJU
*s/o Sh. Chamel Singh,*
*r/o Village Kharad,*
*P.O. Jamu, Tehsil Dadahu,*
*Distt. Sirmaur (H.P.).*

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## CHANGE OF NAME

I, Puran Chand s/o Sh. Godu Ram, r/o Vill. Bhakar, P.O. Bhalona, Teh. Sangrah, Distt. Sirmaur (H.P.) declare that I have changed my minor son's name from Divansh to Divyanshu. Please note all concerned for further.

PURAN CHAND
*s/o Sh. Godu Ram,*
*r/o Vill. Bhakar,*
*P.O. Bhalona, Teh. Sangrah,*
*Distt. Sirmaur (H.P.).*

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## CHANGE OF NAME

I, Menu w/o Sh. Yogesh Kumar, r/o Vill. & P.O. Jubber, Teh. Kasauli, Distt. Solan (H.P.) declare that I have changed my name from Menu to Meena Devi. Please note all concerned for further.

MENU
*w/o Sh. Yogesh Kumar,*
*r/o Vill. & P.O. Jubber,*
*Teh. Kasauli, Distt. Solan (H.P.).*

## CHANGE OF NAME

I, Som Lata Jassal w/o Sh. Romesh Chand Jassal, r/o Jassal Bhawan, Rirka, Tutikandi, P.O. Chaura Maidan, Ambedkar Chowk, Shimla (H.P.)-171 004 declare that I have changed my name from Suman Jassal to Som Lata Jassal. All concerned please may note.

SOM LATA JASSAL
*w/o Sh. Romesh Chand Jassal,*
*r/o Jassal Bhawan, Rirka, Tutikandi,*
*P.O. Chaura Maidan, Ambedkar Chowk,*
*Shimla (H.P.).*

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## CHANGE OF NAME

I, Bhadar Singh s/o Sh. Sahi Ram, r/o Village & P.O. Chadana, Tehsil Nohradhar, District Sirmaur (H.P.) declare that I have changed my name from " Bhadar Singh" to Bahadur Singh". Please note all concerned for further.

BHADAR SINGH
*s/o Sh. Sahi Ram, r/o Village & P.O. Chadana,*
*Tehsil Nohradhar, District Sirmaur (H.P.).*

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## CHANGE OF NAME

I, Kumari Sonam d/o Sh. Prakash Chand, r/o Village Deothi (88), P.O. Sari, Tehsil Chopal, District Shimla (H.P.) declare that I have changed my name from " Kumari Sonam" to Sonam Thakur. Please note all concerned for further.

KUMARI SONAM
*d/o Sh. Prakash Chand,*
*r/o Village Deothi (88), P.O. Sari,*
*Tehsil Chopal, District Shimla (H.P.).*

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## CHANGE OF NAME

I, Savita w/o Sh. Keshav Ram, Village Sajla, P.O. Karjan, Tehsil Manali, District Kullu (H.P.) declare that I have changed my name from Savita to Sevati Devi. Please note all concerned for further.

SAVITA
*w/o Sh. Keshav Ram,*
*Village Sajla, P.O. Karjan,*
*Tehsil Manali, District Kullu (H.P.).*

## CHANGE OF NAME

I, Dhiraj Kumar Singh s/o Sh. Branjnandan Singh, r/o EWS, Plot No. 6, Sec.-4, Tehsil Kasauli, District Solan (H.P.) declare that I have changed my minor son's name from "Yash" to Saksham Kumar Singh. Please note all concerned for further.

DHIRAJ KUMAR SINGH
*s/o Sh. Branjnandan Singh,*
*r/o EWS, Plot No. 6, Sec.-4,*
*Tehsil Kasauli, District Solan (H.P.).*

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## CHANGE OF NAME

I, Anil Kumar s/o Sh. Shyam Dutt, r/o Vill. Dudham, P.O. Karganoo-Sanora (54), Tehsil Rajgarh, District Sirmaur (H.P.) declare that I have changed my minor son's name from "Baby One of Priya" to Arush. Please note all concerned for further.

ANIL KUMAR
*s/o Sh. Shyam Dutt,*
*r/o Vill. Dudham, P.O. Karganoo-Sanora (54),*
*Tehsil Rajgarh, District Sirmaur (H.P.).*

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## CHANGE OF NAME

I, Jagdish s/o Sh. Budh Ram, r/o V.P.O. Jarag, Tehsil Dadahu, District Sirmaur (H.P.)-173 022, declare that as per my documents my correct name is JAGDISH. But incorrectly recorded as Jagdishdh in my Aadhar Card (7484 2699 8133). All concerned please may note my correct name as Jagdish.

JAGDISH
*s/o Sh. Budh Ram,*
*r/o V.P.O. Jarag, Tehsil Dadahu,*
*District Sirmaur (H.P.)-173 022.*

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## CORRECTION OF NAME

I, Himani Baluja d/o Sh. Surinder Kumar, r/o House No. 250, Sadar Bazar, Kasauli, Distt. Solan (H.P.) declare that my daughter's name is Anansha Khosla she passed a 10th Class examination in the year 2024 *vide* Roll No. 17285718 from the School St. Mary's Convent School Kasauli. At the time of admission in the school mother's name is written as Himani. Now the deponent want to change mother's name in the School record from Himani to Himani Baluja.

HIMANI BALUJA
*d/o Sh. Surinder Kumar,*
*r/o House No. 250, Sadar Bazar,*
*Kasauli, Distt. Solan (H.P.).*

**CORRECTION OF NAME**

I, Harmesh Kumar s/o Sh. Ram Swaroop, r/o House No. 511, Sector 3, Shivalik Nagar, Jharmajri, Tehsil Baddi, District Solan (H.P.)-174 103 declare that my Life Insurance Corporation of India Policy No. 176621645, dated 06-10-2009 my son's name is entered as Master Anmol. Whereas in other Govt. documents my son's name is entered as Akshat Aggarwal. Akshat Aggarwal and Master Anmol are the name of my son. All concerned please may note.

HARMESH KUMAR
*s/o Sh. Ram Swaroop,*
*r/o House No. 511, Sector 3, Shivalik Nagar, Jharmajri,*
*Tehsil Baddi, District Solan (H.P.)-174 103.*

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**CHANGE OF NAME**

I, Anureeta Devi w/o Sh. Dharampal, r/o Vill. & P.O. Navgaon, Tehsil Arki, Distt. Solan (H.P.) declare that I have changed my son's name from Dixit to Dikshit Thakur. In future my son should be known as Dikshit Thakur. All concerned please may note.

ANUREETA DEVI
*w/o Sh. Dharampal,*
*r/o Vill. & P.O. Navgaon,*
*Tehsil Arki, Distt. Solan (H.P.).*

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**CHANGE OF NAME**

I, Nita Devi w/o Sh. Pradeep Kumar, r/o Vill. Katogra-Chamehechi (74), P.O. Rarughati, Tehsil Rajgarh, Distt. Sirmaur (H.P.) declare that I have changed my name from "Nita Devi" to "Neeta Devi". Please note all concerned for further.

NITA DEVI
*w/o Sh. Pradeep Kumar,*
*r/o Vill. Katogra-Chamehechi (74), P.O. Rarughati,*
*Tehsil Rajgarh, Distt. Sirmaur (H.P.).*

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**CHANGE OF NAME**

I, Pankaj Sharma *alias* Punkaj Sharma s/o Sh. Tara Chand, r/o Vill. Gharan, Bari (39/1), Bari, Distt. Hamirpur (H.P.) declare that my name is Punkaj Sharma in some of my Govt. documents. While in others documents my name is entered as Pankaj Sharma. Pankaj Sharma and Punkaj Sharma are same person. All concerned please may note.

PANKAJ SHARMA *alias* PUNKAJ SHARMA
*s/o Sh. Tara Chand,*
*r/o Vill. Gharan, Bari (39/1), Bari,*
*Distt. Hamirpur (H.P.).*

**CHANGE OF NAME**

I, Kumari Reena w/o Sh. Vikas, Vill. Khorsu, P.O. Kansakoti, Teh. Rohru, Distt. Shimla (H.P.) declare that my name is wrongly mentioned as Reena Devi in my Aadhar Card No. 6854 3066 9565. Therefore it should be changed to Kumari Reena in my Aadhar Card. Note the relevant information.

KUMARI REENA
*w/o Sh. Vikas,*
*Vill. Khorsu, P.O. Kansakoti,*
*Teh. Rohru, Distt. Shimla (H.P.).*

नियन्त्रक, मुद्रण तथा लेखन सामग्री, हिमाचल प्रदेश, शिमला–5 द्वारा मुद्रित तथा प्रकाशित
इलेक्ट्रॉनिक हस्ताक्षरित राजपत्र, वैबसाइट https://rajpatra.hp.gov.in पर उपलब्ध है एवम् ऑनलाइन सत्यापित किया जा सकता है।